

# Safer Recruitment

## Guidance for schools



- DBS
- Ofsted
- Assurance
- Safeguarding
- Recording
- Recruitment process
- Statute
- Good practice
- Islington approach

September 2024

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# Safer Recruitment Guidance for Schools – September 2024

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## 1. Purpose of this document

This guidance covers four areas providing schools and colleges with the legal requirements 'must do', what they should do, what is considered best practice and important information about:

- i. the recruitment and selection process;
- ii. pre-appointment and vetting checks, regulated activity and recording of information;
- iii. other checks that may be necessary for staff, volunteers and others, including the responsibilities on schools and colleges for children in other settings; and
- iv. how to ensure the ongoing safeguarding of children and the legal reporting duties on employers.

The purpose of this document is:

- To give guidance to those involved in the recruitment and selection of staff to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by adopting the robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools.
- To provide the necessary tools to ensure compliance with all relevant recommendations and guidance of the Department for Education (DfE) and the Disclosure & Barring Service (DBS).
- To give guidance on the Disclosure & Barring Service (DBS) checks, single central record (SCR) and childcare disqualification requirements.

This guidance has been produced in line with the Department for Education (DfE) [Keeping children safe in education](#), statutory guidance for schools and colleges (September 2024) and [Disqualification under the Childcare Act 2006](#) statutory guidance for schools (August 2018).

## 2. The role of the school in safeguarding

- Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance [Working together to safeguard children](#) (2024).
- Governing bodies should ensure there is an effective child protection policy in place together with a staff behaviour policy e.g. employee code of conduct. Both should be provided to all staff – including temporary staff and volunteers.
- Each school should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care – refer to [Appendix 12](#) which describes the broad areas of responsibility).
- The Teachers' Standards 2012<sup>1</sup> state that teachers, including Headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. The Teachers' Standards also set out the expectation that all teachers manage behaviour effectively to ensure a good and safe educational environment and requires teachers to have a clear understanding of the needs of all pupils.

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<sup>1</sup> The [Teachers' Standards](#) apply to: trainees working towards QTS; all teachers completing their statutory induction period (early career teacher [ECTs]); and teachers in maintained schools, including maintained special schools, who are subject to the Education (School Teachers' Appraisal) (England) Regulations 2012.

- Schools should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.
- It is vital that governing bodies create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.
- Governing bodies and proprietors should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.
- The School Staffing (England) Regulations 2009 and the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 require governing bodies of maintained schools and management committees of pupil referral units (PRUs) to ensure that at least one of the persons who conducts an interview has completed safer recruitment training.

### 3. Safer recruitment

We must ensure that we do everything we can to deter people who may pose a risk to children from being appointed, as this is an essential part of safeguarding. Safer recruitment practice is not just about the Disclosure & Barring Service (DBS) check, in fact most people who abuse children do not have a criminal conviction.

Therefore, a range of systems, processes and vetting checks need to be in place to prevent unsuitable people from working with children and young people.

The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.

A sample recruitment and selection checklist with all key steps is included in [Appendix 18](#). The Key Stages within recruitment process are available within [Appendix 19](#).

The safer recruitment process identifies the following approach as good practice for schools:

#### 3.1 Prior to appointment

Safer practice in recruitment means thinking about and including issues relating to safeguarding and promoting the welfare of children at every stage of the process. It starts with planning the recruitment and ensuring that the advertisement makes clear the school's commitment to safeguarding children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. There are several elements to this process, where the school should ensure that:

- There is an up-to-date recruitment and selection policy that describes the process (set out in this guidance and [Appendix 15](#)).
- There is a safeguarding policy and a commitment to safeguarding.
- The job description and person specification are up-to-date and that both include an expectation around safeguarding, i.e. the responsibility to safeguard and promote the welfare of children is clearly stated in the job descriptions of all staff who have contact with children and their families.
- The advertisement includes a statement about safeguarding and whether an enhanced DBS with children's barred list check is required for the post.
- All applications are scrutinised carefully prior to shortlisting.
- In accordance with [KCSIE 2024](#), as part of the shortlisting process schools should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.
- There is a question on safeguarding asked of each candidate at interview.
- Shortlisted applicants are asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children (application form). Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview or prior to appointment where the interview is held virtually.
- Any gaps in information supplied by the candidate, and the self-declaration, are explored at interview and documented on the application form for future reference.
- References are sought from the referees prior to interview, and one reference must be from the current employer – if the candidate is already employed in a school, the Headteacher should be

the referee. Ideally references should be sought for all shortlisted candidates. References provide factual and objective information to support the appointment decision. Any issues or gaps in information can be explored with the referee and taken up with the candidate at interview. Dates from the application form should be cross matched with the references. The school reserves the right to request references to cover the last 3-5 years, as appropriate.

- References are scrutinised and any concerns resolved before the offer of appointment is made. Any issues or gaps in information can be explored with the referee and taken up with the candidate at interview.

### **3.1.1 Online checks for shortlisted candidates ([Appendix 17](#))**

The [Keeping Children Safe in Education statutory guidance](#) September 2024 states (paragraph 226, page 59):

*In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.*

#### **What to look for**

- Schools should treat the online search as part of a safeguarding check, the search is purely about whether the individual is suitable to work with children. Care must be taken to avoid unconscious bias and any risk of discrimination.
- Some of the more obvious things recruiters should look for would include evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or alcohol misuse and anything that suggests they may not be suitable to work with children.

#### **Who should undertake the search**

- To minimise the risk of discrimination, it would be sensible for the online review to be carried out by someone not directly involved in the recruitment process and for that person to feed into the process only information that impacts safeguarding or reputation. This should avoid any risk of irrelevant information such as age, gender or race being passed on.

#### **When to conduct the search**

- The online search should be completed between shortlisting and interview stage and once a candidate has confirmed their attendance to interview. Information should be made available to the selection panel so any concerns are discussed with the candidate during the interview process.

#### **How to notify shortlisted candidates that a search is going to be conducted on them**

It is recommended that candidates are informed regarding an online search in at least 3 ways:

- ✓ Schools should clearly state in their website (safeguarding area) and vacancy area that in line with KCSIE 2024 an online search will be conducted for shortlisted candidates.
- ✓ A statement should be made available within the advert and information pack for the role.  
Sample statement:

*In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.*

- ✓ Notification regarding the online search is included in the interview invitation letter and candidates are asked for their online platform usernames/alias - a template is provided within [Appendix 17](#).

#### **How to record to information found via the online search**

- A template is provided within [Appendix 17](#).

#### **What to do with the information**

- Treat it in the same way as you would any other information relevant to the recruitment process, such as that contained in the application form, the DBS certificate and the references: review it and, if appropriate, allow the candidate to address any concerns you have.

A full list of FAQs and sample templates are provided in [Appendix 17](#).

### 3.2 Pre-appointment checks

It must be made clear to the successful candidate(s) that any offer of appointment is conditional on the satisfactory completion of the necessary pre-employment checks, these include:

- Employment history on the application form – any gaps in employment must have a satisfactory explanation.
- At least 2 satisfactory references, one reference must be from the current employer. The school reserves the right to request references to cover the last 3-5 years, as appropriate. If currently or previously employed in a school, the Headteacher of that school should be the referee. The references should be scrutinised and if necessary further information and clarification should be sought.
- Proof of identity - verification of a candidate's identity, preferably from current photographic ID, birth certificate and proof of address except where, for exceptional reasons, none is available. OR (for remote recruitment) scanned originals seen by school and date scan was received should be recorded. Further identification checking guidelines can be found on the [GOV.UK website](#).
- Proof of address – document should be less than 3 months old.
- Proof of meeting the requirements of the Asylum and Immigration Act 1996 and the Immigration, Asylum and Nationality Act 2006 - verification of applicant's right to work in the UK. Further information can be found at the Home Office: [Full guide for employers on preventing illegal working in the UK](#).
- Health checks – anyone appointed to a post working with children must be medically fit, both physically and mentally. Employers will need to make reasonable adjustments under the Equality Act 2010, where appropriate.
- An enhanced DBS check with children's barred list information. Alternatively, if the applicant has subscribed to the DBS Update Service and gives permission, the school may undertake an online update check through the DBS web page. For further details refer to [Appendix 8](#). Schools can obtain a separate children's barred list check if an individual will start work in regulated activity with children before the DBS certificate is available.
- Professional qualifications, if applicable. The Teachers Services' system should be used to verify any award of qualified status (QTS) and the completion of teacher induction or probation. Qualifications of successful applicant verified on the day of interview by scrutiny of appropriate original documents, copies of documents taken and placed on file OR (remote recruitment) scanned originals seen by school and date scan received should be recorded
- That a candidate to be employed as a teacher or others is not subject to a prohibition order issued by the Secretary of State, by using the [Check a teacher's record - GOV.UK \(www.gov.uk\)](#).
- Qualifications should be seen and checked to verify that the candidate has actually obtained them. Further details can be found in section 5.
- Where a teacher has lived outside of the UK for 12 months or more (whether continuously or in total) in the past 10 years, while aged 18 or over, the teacher is required to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked.
- Relevant checks on [Overseas-trained teachers](#) - to comply with the Department for Education (DfE) [Advice on employing overseas-trained teachers](#). This gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.
- Relevant checks for applicants who have lived outside the UK - the checks should be done in the same way as for those applicants resident in the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions using the [Check a](#)

[teacher's record - GOV.UK \(www.gov.uk\)](#) available until 31 December 2020. Overseas checks are carried out if the applicant has lived out of the country for more than 3 months in the last 5 years. The Home Office Guidance on [criminal checks for overseas applicants](#) can be found [here](#).

- **From 1<sup>st</sup> January 2021** the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions. If a candidate has lived or worked overseas for more than three months in the last five years, they are required to provide the school with a certificate of good conduct. The Home Office Guidance on [criminal checks for overseas applicants](#) can be found [here](#).
- that a person taking up a management position of an Independent school, including academies and free schools, as described in paragraph 128-130 of the [Keeping Children Safe in Education](#) guidance is not subject to a section 128 direction made by the Secretary of State. It also disqualifies a person from holding office as a governor in a maintained school.

It is advised that in general employment should not commence until all satisfactory pre-employment checks have been completed. The checklist at [Appendix 7](#) may be useful for pre-employment checks.

### 3.3 Post appointment

Schools should be a safe environment for the children. Safeguarding should feature highly in all policies, processes, procedures and practices that are well promoted to parents, children and all staff including temporary and volunteers. However, it is important not to be complacent, and an on-going culture of vigilance is required. Safer recruitment should not stop at appointment:

- Governing bodies should ensure there is an effective child protection policy in place together with a staff behaviour policy, sometimes called a staff code of conduct.
- There should be an induction programme for all new staff and volunteers. This should include information about safeguarding, the staff code of conduct, school behaviour policy and procedures for children missing education and the identity and role of the designated safeguarding lead.
- All staff, should undergo initial training on safeguarding and child protection.
- The safeguarding culture in your school will set the context and expectations of behaviour. One of the key elements of a robust safeguarding culture is having a positive attitude, openness and being supportive so that concerns are identified and discussed. In practice this means that there is early identification and swift management of concerns and again, this is critical to effective safeguarding. Your staff behaviour or code of conduct will be informed by the [Safer Recruitment Consortium's Guidance for Safer Working Practice 2022](#) and will set out behaviour that is not consistent with the standards and values of your school. This behaviour can range from being inadvertent, unintentional or thoughtless, or it could be a deliberate course of conduct that will enable abuse to take place.
- Maintaining a safe culture is important. All staff should understand their roles and responsibilities in relation to safeguarding and be confident in carrying them out. Everyone needs to feel confident that they can raise issues or concerns about the safety or welfare of children and that these will be followed through.
- There should be continuous monitoring of employee behaviour and an on-going culture of vigilance. There should be open and transparent working practices to minimise the risk of allegations.
- Addressing low-level concerns - Creating a culture in which all concerns about adults (including allegations that do not meet the harms threshold) are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should encourage an open and transparent culture; enable schools and colleges to identify concerning, problematic or inappropriate behaviour early; and minimise the risk of abuse. A culture of

vigilance will help to ensure that adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.

- The school's code of conduct should state that it is a contractual obligation of the employee to report any convictions, cautions or bind overs incurred during the course of their employment. Failure to comply with the school's recognised policies and procedures could result in disciplinary action.
- Monitoring of the recruitment and induction processes, including feedback from employees, will contribute to future improvements.
- On-going training is essential to maintaining a safe workplace.

## 4. Guidance on the single central record (SCR)

The single central record is to ensure that all the necessary information about the school's recruitment and vetting checks is contained in one central record. The aim of this process is to ensure that a summary of all the checks are kept together in one place. Ofsted inspectors will check the schools' single central record early in the inspection with the expectation that it will be complete and meet statutory requirements.

Schools must keep an **up-to-date single central record** of all people who work in regular contact with children to ensure compliance with its obligations to ensure that children are safe. The single central record must cover the following people:

- all staff (including supply staff and teacher trainees on salaried routes) who work at the school
- all others who work in regular contact with children in the school including volunteers

You should include:

- all staff who are employed directly by the school
- all supply/agency staff who are employed for a reasonable period of time (see [Appendix 14, FAQ 18](#)), whether employed directly by the school or through an Agency
- any volunteer who works regularly with children, especially those who are engaged in "Regulated Activity"
- school governors
- individuals brought into the school to provide regular additional teaching or instruction, but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers, Artists etc
- regular contract staff such as contract Cleaners or Caterers

The DfE have confirmed that for supply staff, regardless of how long the person will work at the school (**even if this is only for one day**), the governing body are required to obtain written notification from the agency that all relevant checks have been carried out and this information has to be recorded on the single central record.

Generally, the information is to be recorded on these individuals, whether or not the following checks have been carried out. Each entry **must show the name of the person making the check, the position held and the date on which the checks were completed**:

- an identity check
- a children's barred list check
- an enhanced DBS check

- an online check
- a prohibition from teaching check (Teachers Services' system within DfE)
- GTCE<sup>2</sup>
- further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions
- a check of professional qualifications
- a check to establish the person's right to work in the UK
- health check
- references check
- a section 128 check – applicable to governors of maintained schools
- for those engaged in management roles in independent schools - including academies and free schools) an additional check is required to ensure they are not prohibited under section 128 provisions.

The model single central record for use by schools is attached as a separate document and available on Schools HR intranet page.

## 5. DfE Teachers Services

### 5.1 The DfE Teacher Services' system

Formerly known as, Employer Access Online and TRA, this is a free service that allows schools to identify: existing prohibitions and sanctions made under section 142 of the 2002 Act; teacher prohibitions made under section 141 of the 2002 Act; any direction made under section 128 of the 2008 Act; sanctions or restrictions imposed by the General Teaching Council for England (GTCE) before its abolition in March 2012; and teacher sanctions or restrictions imposed by European Economic Area (EEA) regulating authorities on or after 18 January 2016 until 31 December 2020; from 1 January 2021 the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions. The Teacher Services' system can also be used to check for the award of Qualified Teacher Status (QTS), the completion of teacher induction or probation.

[Check a teacher's record - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-teacher-record) should be used before appointing a teacher or others i.e. teachers without QTS, instructors etc., individuals such as ex teachers working as Teaching Assistants who carry out specified teaching work in schools to check for:

- the award of QTS - with the exception of teachers who have achieved QTS through holding qualified teacher learning and skills (QTLS)
- completion of teacher induction
- prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions (including any teacher with QTLS to whom this applies)

Further information about using this system can be found [here](#).

### 5.2 Access Teachers services

If you are a school or sixth form college and do not have a secure access account, you can [register to obtain a username and password](#).

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<sup>2</sup> The DfE clarified in KCSIE 2018 that prohibition orders made in the past by the GTCE now apply to schools, sixth form colleges, 16-19 academies, relevant youth accommodation and children's homes in England, whereas in the days the GTCE was in existence, their prohibition only applied to teaching carried out in maintained schools

If you have any other queries, please contact Teachers Services directly by email at [employer.access@education.gov.uk](mailto:employer.access@education.gov.uk).

### 5.3 Teacher prohibition orders

Teacher prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England.<sup>3</sup> A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. A check of any prohibition can be carried out using the [Check a teacher's record - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-teacher-record). The Teaching Regulatory Agency's role in making prohibition orders and the process used to impose them are described in more detail in its publication [Teacher Misconduct: The Prohibition of Teachers](#).

Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

### 5.4 Teachers sanctioned in other EEA member states

From 18 January 2016 and until 31 December 2020, where any European Economic Area (EEA) authority that is responsible for regulating the teaching profession imposes a restriction on a person's ability to work as a teacher, this information must be shared with all other EEA teacher regulators. The restriction list contains those people who have been identified to the Teaching Regulatory Agency as having a current EEA member state restriction/sanction imposed on them. Whilst such a restriction/sanction does not currently prevent the person from taking up teaching positions in England, as part of your safer recruitment pre-appointment checks and to determine their suitability for the position in your school, you should obtain further information about the circumstances leading to this decision. Employers should contact the EEA regulator responsible for the decision to obtain more information about the reasons for imposing the sanction/restriction.

**Important** - where you decide to employ the individual please inform the DfE immediately, including the date they will begin work, by emailing [misconduct.teacher@education.gov.uk](mailto:misconduct.teacher@education.gov.uk) or call 0207 593 5393.

A check can be carried out using the [Check a teacher's record - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-teacher-record). Further information about using this system to carry out a range of 'teacher status checks' including verification of qualified teacher status (QTS) and the completion of teacher induction or teacher probation can be found at [GOV.UK](https://www.gov.uk).

### Changes from 1<sup>st</sup> January 2021

From 1 January 2021 professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA). From 1 January 2021 the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions.

Schools must continue to carry out safer recruitment checks on all applicants.

For applicants that have lived or worked outside of the UK, schools must make any further checks they think appropriate so that relevant events that occurred outside the UK can be considered, including obtaining an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK).

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<sup>3</sup> Prohibition orders are made by the Secretary of State under section 141B of the Education Act 2002. Those made by the General Teaching Council for England (GTCE) prior to April 2012 have the same effect.

Teachers may be able to provide proof of their past conduct as a teacher, issued by the professional regulating authority in the country in which they worked. Where available, such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.

<https://www.gov.uk/guidance/changes-to-checks-for-eu-sanctions-on-eea-teachers-from-1-january-2021>

### 5.5 Section 128 barring directions

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. The restriction list contains the names of those individuals who are barred from participating in any management of an independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education.

A section 128 direction also disqualifies a person from holding or continuing to hold office as a governor of a maintained school.<sup>4</sup> The section 128 direction checks can be carried out through the DfE website at [Individuals prohibited from managing or governing schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/individuals-prohibited-from-managing-or-governing-schools).

### 5.6 Teacher Services restrictions lists

If you are unable to search for an individual's teacher record, you can use Teacher Services to find out if they have any current prohibitions, restrictions or sanctions. This information is accessed using the following lists:

- teachers who have failed to successfully complete their induction or probation period
- teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to its abolition)
- teachers and others who are prohibited from teaching in England
- section 128 barring directions - individuals who have been barred from taking part in the management of an independent school (including academies and free schools)
- teachers sanctioned (since 18 January 2016) in other EEA member states by an EEA member state regulator of the teaching profession

Each list describes how the sanction, prohibition or failure to successfully complete their induction or probation affects the type of work the individual can be employed to do. Should you find a match to your prospective employee, you'll be able to access their individual account and view further information. You'll need to consider how this might affect your decision to employ or engage the person.

## 6. DBS checks

On 1 December 2012 the Independent Safeguarding Authority (ISA) merged with the Criminal Records Bureau (CRB) to form the Disclosure & Barring Service (DBS).

The process by which the DBS provides criminal record data is called DBS certificate or a DBS check (formerly CRB check). The DBS is responsible for administering three types of checks (basic, standard and enhanced):

- **standard:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out;

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<sup>4</sup> School Governance (Constitution) (England) Regs 2012 as amended by the School Governance (Constitution and Federations) England (Amendment) Regulations 2014.

- **enhanced:** a check of the PNC records as above, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed;
- **enhanced with barred list information:** for people working or seeking to work in regulated activity with children. This allows an additional check to be made as to whether the person appears on the children's barred list.<sup>5</sup>

More information is available on the [DBS website](#).

For school staff, an enhanced DBS check with children's barred list information is appropriate as the majority of staff will be engaged 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

## 6.1 Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a [factual note on regulated activity in relation to Children: scope](#).

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly<sup>6</sup>. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

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<sup>5</sup> The DBS maintains 'barred lists' (formerly L99) of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced certificate is obtained, and this includes a barred list check, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002 prohibiting that individual from taking part in the management of independent educational institutions in England and/or Wales respectively. As barred list information is required to be requested only for those school governors who are engaging in regulated activity, when proposing to recruit a governor who will not work in regulated activity, schools and colleges should use the Secure Access Portal to check whether the person is barred as a result of being subject to a section 128 direction.

<sup>6</sup> The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if "it is carried out frequently by the same person" or if "the period condition is satisfied". Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than three days in any period of 30 days and, for the purposes of the work referred to at (a), it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children. "Frequently" is not defined in the Act, but the Guidance Regulated Activity in relation to Children: scope describes "frequently" as doing something once a week or more.

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child with eating and drinking or in connection with toileting, washing, bathing and dressing for reason of age, illness or disability;
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

## **6.2 Guidance for schools on DBS checks**

Schools should ensure that all those employed in any capacity that is directly responsible for supervising and/or caring for children or have access to pupil data have a current enhanced DBS with children's barred list check certificate. It is Islington's policy that a DBS check is renewed every 3 years. Alternatively, if the applicant has subscribed to the DBS Update Service and gives consent, the school or Islington Human Resources Services may undertake an online update check through the DBS Update Service.

Prior to taking up employment, an enhanced DBS with children's barred list check disclosure must be requested.

The applicant must show the DBS certificate to the school before they take up post or as soon as practicable afterwards. If a school allows an individual to start work before the DBS certificate is available then the school should ensure that a risk assessment [Appendix 5](#) is undertaken, the individual is appropriately supervised and that all other checks, including a separate children's barred list check, have been completed.

Employees are required to join the DBS Update Service. The benefits to schools are:

- instant online checks
- portability of DBS certificates (employees may never need to apply for a new DBS check)
- enhanced safeguarding processes - the online system is updated every week for disclosures with conviction and barring service information, and every nine months for non-conviction information

Further details on the DBS Update Service please refer to [Appendix 8](#).

## **6.3 DBS disclosure information**

Schools should verify the original DBS certificate. DBS certificates must not be kept in personnel files – schools should update the single central record with the current DBS certificate issue date and number and destroy any copies of the DBS certificate.

In all cases where a disclosure shows convictions and/or cautions, the Headteacher should meet with the employee/volunteer to discuss the convictions and/or cautions and to confirm that the convictions and/or cautions actually relate to the individual. The Headteacher's decision should be documented on the **DBS pro-forma** – refer to [Appendix 11](#) and sent by secure email, along with a copy of the individual's DBS certificate, to Islington Schools Human Resources as soon as possible for final ratification. Depending on the contents of the certificate, the Head of Schools Human Resources will also need approval from the Local Authority Designated Officer.

The school can request to view the DBS certificate of any individual coming into the school (agency, self-employed, contractors) who requires a DBS check. However, this should be agreed with the organisation or individuals in question before you have them coming into the school; you should discuss the requirements of the school in relation to DBS checks.

## 6.4 DBS filtering rule

Filtering is the term used to describe the process that identifies which criminal records will be disclosed on a Standard or Enhanced DBS certificate (DBS check). Certain old or minor offences may not be disclosed on DBS certificates. These are known as 'protected' offences.

These filtering rules were updated on 28th November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed

There is a [list of offences that will always be disclosed](#) on a Standard or Enhanced DBS certificate (unless they relate to a youth caution). These are known as 'specified offences' and are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults.

All convictions resulting in a custodial sentence, whether or not suspended, will always be disclosed.

Youth cautions, warnings and reprimands will not be disclosed automatically on a Standard or Enhanced DBS certificate.

Employers can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about. Employers should conduct a case-by-case analysis of any convictions and cautions disclosed and consider how, if at all, they are relevant to the position sought. It would be advisable for the employer to keep records of the reasons for any employment decision (and in particular rejections), including whether any convictions or cautions were taken into account and, if so, why.

[Nacro's Criminal Record Support Service](#) is the UK's dedicated, confidential, national resettlement helpline and online service. They provide expert advice and advocacy to people with criminal records, as well as expert advice, support and training to employers and organisations responsible for interpreting and managing this information.

## 6.5 Volunteers including parent volunteers

Volunteers who have frequent and intensive contact with children (frequent is once a week or more, intensive is 4 days a month or overnight) will be required to obtain an enhanced DBS disclosure with children's barred list check. For one-off volunteers helping at a school fete or accompanying staff on a trip out of school, a DBS disclosure is not required but appropriate risk assessment [Appendix 6](#) must be undertaken and ensure that any volunteer is not left alone and unsupervised with children.

If volunteers are recruited by another organisation, the school should obtain assurances from the organisation, or the umbrella body that has carried out the DBS checks on the organisation's behalf, that clearance has been given and this assurance must be confirmed in writing in the form of a letter on the organisation's letterhead. This should declare that the person has been properly vetted and the individual should be asked to provide evidence of photo ID on school premises, especially on the first day. The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card

- Residence Permit
- Driving Licence Photo Card

The SBM/SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. They should populate their name on the SCR under 'Evidence checked by'.

For the purposes of an Ofsted inspection, schools should be able to explain the rationale for those who have been checked and those who have not.

## **6.6 Maintained School Governors**

An enhanced DBS check should be requested for all school governors in maintained schools. An enhanced DBS check with children's barred list check should be requested if the governor will be engaged in regulated activity. It is the responsibility of the governing body to apply for the certificate for any of their governors who do not already have one.<sup>7</sup>

The section 128 direction checks must also be carried out for all school governors in maintained schools, using the Teacher Services System. This disqualifies a person from holding or continuing to hold office as a governor of a maintained school.

For school governors where a disclosure shows convictions and/or cautions, the school should instruct the governor to show the DBS certificate directly to Governor Services at 020 7527 5560.

## **6.7 Agency and third-party staff**

Schools must obtain written notification from any agency, or third-party organisation, they use that the organisation has carried out the checks on an individual who will be working at the school. This must include, as necessary, a children's barred list check prior to appointing that individual. Also it should declare that the person has been properly vetted and the individual should be asked to provide evidence of photo ID on school premises, especially on the first day. The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

The SBM/SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. They should populate their name on the SCR under 'Evidence checked by'.

## **6.8 Trainee/student teachers**

Where applicants for initial teacher training are salaried by the school - the school must ensure that all necessary pre-employment checks are carried out. As trainee teachers can undertake regulated activity, sometimes unsupervised, an enhanced DBS certificate with children's barred list check must be obtained.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider<sup>8</sup> to carry out the necessary checks. The initial teacher training provider/university should provide the trainee

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<sup>7</sup> The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016.

<sup>8</sup> [Initial teacher training provider supporting advice and initial teacher training criteria](#)

teacher/school with documentation which clearly states that all vetting checks, including enhanced DBS with children's barred list check has been carried out. The individual should be asked to provide evidence of photo ID on their first day on the school premises. The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

The SBM/SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. They should populate their name on the SCR under 'Evidence checked by'. There is no requirement for the school to record details of fee-funded trainees on the SCR.

## **6.9 Existing staff**

If a person working at the school moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity must be carried out. If a school has concerns about an existing staff member's suitability to work with children, the school should contact Schools Human Resources.

## **6.10 Self-employed**

If schools take on self-employed individuals (i.e. Sports Coaches, Visiting Music Teachers), it will be the responsibility of schools to ensure that a current enhanced DBS with children's barred list check is in place (to verify the original DBS certificate). Schools must also verify the self-employed identity and keep a signed copy of the ID document on file. In relation to the SCR, schools should populate these individuals on the agency tab or create a new tab called self-employed.

## **6.11 Pupils going on work placements**

Where the work experience placement is between 10 and 15 days, and the placement is not exclusively with 1 person (responsible for the young person), it is sufficient for the placement organiser to carry out a risk assessment. This is to ensure that the placement adheres to all relevant health & safety and safeguarding policies, has insurance cover for the young person on work placement and does not require or ask the young person to carry out tasks prohibited by law or which apply to those under 16 years of age.

The placement organiser should satisfy him/herself that the placement supervisor understands safer recruitment and has information regarding regulated and controlled activities and child protection policies by visiting and briefing the employer prior to placement. Once the briefing has taken place and the placement organiser is assured of the above conditions being met, the placement may be confirmed. Similarly, a risk assessment should be carried out on a work placement for pupils between 16-18 years of age who are still considered to be in the trust and care of their school.

Where pupils arrange work experience placements at a nursery school/children's centre or where there are children, the supervisor at the setting must be aware of any concerns or risks surrounding the young person who will carry out the work experience placement and assure him/herself of the safety of the placement.

## **6.12 Contractors**

Contractors who are contracted by the school to work with, or provide services (e.g. catering staff) for children should adopt and implement the measures as per that which a school adopts and implements for its own employees.

1. building improvement or maintenance contracts - Where contractors and their sub-contractors are working, for example on building improvement and/or maintenance and survey works, in clearly defined areas and do not have unsupervised access to other areas of the school then the school should ensure the appropriate risk assessments are completed for each activity.
2. where contractors and their subcontractors do require access to areas in use by pupils then the premises manager or other appropriate members of staff should accompany the contractor or their sub-contractor during the visit/task.
3. building improvement or maintenance contracts – contractor's site agent. Where a contractors' site agent is required to have access across the site and outside of the identified contractors' compound, usually to liaise with the Headteacher or premises manager, during normal operational hours, the contractor (employer) is required to ensure their agent has, where possible, an enhanced DBS check.

The school should also monitor the contractor's compliance with safer recruitment policies and satisfy itself that the organisation sends information regarding names of contractors on company letterhead in advance of the contractors' arrival on site.

School should always check the identity of contractors and their staff on arrival at the school before being allowed on school premises or to come into contact with children and young people. In addition, the appropriate risk assessment procedures should be adopted and schools should ensure that contractors' access to children is limited.

### **6.13 Extended schools' activities**

With regard to contractors where a third party is responsible for running the services there should be clear lines of accountability and written agreements setting out responsibility for carrying out the recruitment and vetting checks on staff and volunteers.

### **6.14 Other visitors to the school**

One-off visitors to a school should not be left unsupervised with children. For example, parents collecting their children from school are not expected to have a DBS check. If they are collecting other children, the school should check with the parent of the child/children that a named person has been authorised to collect as per normal school practice. Schools should ensure that procedures are in place for all visitors to sign in and out of the school premises.

### **6.15 Partner agencies**

All partner organisations, the local authority, including children social care, education psychology, early years; health, including CAMHS (Child and Adolescent Mental Health Services), school nursing and health visiting; voluntary and community sector organisations, etc. and external agencies should have carried out an enhanced DBS with a children's barred list check on their employees. Schools should ensure they have written confirmation from these organisations that any staff visiting the school have the appropriate checks and a risk assessed DBS. Schools should also request evidence of ID (photo ID badge) when the member of staff visits the school. The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

The SBM/SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. They should populate their name on the SCR under 'Evidence checked by'.

## **6.16 School Lettings**

Before agreeing to any letting, schools should ask to see a copy of the organisation's Safeguarding and Health & Safety policies and arrangements, and satisfy themselves that the organisation has appropriate procedures in place for safer recruitment, including (but not limited to) the taking up of DBS checks. Where a school is making a letting to an individual (i.e. a self-employed tutor) the school should follow the same safer recruitment procedures as per self-employed individual information, regardless of whether the children to whom they provide a service attend the school or not.

# **7. Guidance on the childcare disqualification requirements**

The DfE have issued revised statutory guidance to reflect the changes to The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) - [Disqualification under the Childcare Act](#). Under the 2018 Regulations, schools and nurseries are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association (Regulation 9).

Disqualification by association is only relevant where childcare is provided in domestic settings (e.g. where childminding is provided in the home) or under registration on domestic premises (Including where an assistant works on non-domestic premises up to 50% of the time under a domestic registration).

From September 2018, schools should not ask their staff questions about cautions or convictions of someone living or working in their household and school staff are no longer required to complete the disqualification declaration form.

There are a number of wider safeguarding requirements which must continue to be adhered to, in line with KCSIE and as set out in this guidance, ensuring that staff are clear on expectations and responsibilities and are encouraged to be proactive in informing the school of any changes in their circumstances.

# **8. Training**

## **8.1 Safer Recruitment Training**

The Safer Recruitment Training was launched by the Safer Recruitment Consortium to update the face to face and online training material and create a vehicle to ensure that good quality safer recruitment training continues to be available to schools.

It is strongly recommended that Headteachers, governing body members and managers that have responsibility for recruitment and selection attend the Safer Recruitment Training organised by Schools Human Resources. Please check [My Learning LBI: Log in to the site \(islington.gov.uk\)](#) for training schedules and contact details.

At least one member of any recruitment panel should have received appropriate training in line with safeguarding guidance.

The training consists of four modules:

1. How safer recruitment fits within the wider context of safeguarding and promoting the welfare of children, the scale of abuse, a model of offender behaviour, some of the recurring themes in high profile professional abuse cases and how child sex abusers typically operate within organisations, and relate that to recruitment.
2. The importance of planning a recruitment campaign by sending the right messages to potential applicants and following a consistent and thorough process to obtain relevant information about each applicant, and short listing candidates for interview.
3. The importance of making the right decisions and using structured interview questions as well as pre-employment checks for the appointed candidates.
4. Examining the need for on-going awareness and vigilance and considering how organisations can develop and maintain an environment that deters and prevents abuse and challenges inappropriate behaviour.

The Department for Education (DfE) no longer coordinates arrangements for accredited safeguarding training, or maintain the online training site. The National Society for the Prevention of Cruelty to Children (NSPCC) has developed an online safer recruitment package in education training course however local guidance recommends the attendance at a taught Safer Recruitment Course, as described above.

For further details on the NSPCC online training course, please [click here](#) or visit the website [www.nspcc.org.uk](http://www.nspcc.org.uk) and search for Safer Recruitment Training for Schools (Course title - Safer Recruitment in education training for schools and colleges).

## **8.2 Safeguarding and Child Protection Training**

All staff and governors should receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, and at least annually, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities. Contractors and Volunteers will receive appropriate training, if applicable.

The designated safeguarding lead (DSL) and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

Please check [My Learning LBI: Log in to the site \(islington.gov.uk\)](#) for training schedules and contact details.

## **9. How to access help and support**

### **Matters in relation to safer recruitment and related personnel issues**

For a range of support on issues relating to safer recruitment and personnel issues, please contact your dedicated Schools HR Adviser.

### **Matters relating to governors' responsibilities for safer recruitment and safeguarding**

For general enquiries and also information about the responsibilities of governing bodies and relevant training opportunities for governors, please contact Governor Services at 020 7527 5560.

### **Overall safeguarding development, training and policy**

Schools may seek advice and general support about recruitment and selection from Schools Human Resource team in Islington. In addition, general and specific safeguarding information, advice and guidance can be sought from the Principal Officer Safeguarding in Education and specific training and development support in relation to whole school training on safeguarding matters is available from the Safeguarding in Education Training & Development Officer. This support is tailored according to the individual needs of the school, ranging from whole school staff training to specific training for individual members of staff and training consultancy.

### **Matters concerning allegations against members of staff and volunteers**

All allegations or possible allegations must be discussed with the Local Authority Designated Officer (LADO). For Islington schools, please contact the LADO team on 020 7527 8101. The LADO team will contact other agencies including colleagues in children's social care. You may also consult with the Principal Officer Safeguarding in Education if unsure about whether a concern/allegations meets LADO threshold.

### **Individual child protection concerns**

All child protection concerns relating to individual children should be referred in line with the London Child Protection procedures. The Islington Children's Social Care contact is 020 7527 7400.

## Appendix 1 - DBS agreement letter for single certificate

### DISCLOSURE & BARRING SERVICE SINGLE CERTIFICATE ISSUED TO APPLICANT ONLY

#### Agreement to present original DBS certificate to the school

Only one copy of a disclosure certificate is issued and it is your responsibility to present the DBS certificate to the school.

\_\_\_\_\_ School & Islington Schools Human Resources require that all of our employees/volunteers present issued (original) DBS certificate.

You are reminded that failure to disclose a criminal record may lead to the withdrawal of employment/volunteer offer and if already an employee may lead to disciplinary action.

I agree to present the original DBS certificate to the school within 7 days of receipt and I am aware that failure to comply will lead to further action from HR department/school office.

<b>e-Bulk online reference number</b>	
<b>Full Name</b>	
<b>School</b>	
<b>Signature</b>	
<b>Date</b>	

**Please note that the school office should keep signed form on school personnel file for your employees/volunteers.**

## Appendix 2 - DBS Update Service Form

The Update Service is an online subscription service and is offered directly by the Disclosure & Barring Service (DBS) to allow your DBS check to be portable between employers (restrictions apply i.e. you can use your certificate again when you apply for a position within the same workforce, where the same type and level of check is required). There is an annual subscription fee you will need to pay in order for it to be portable and it will stay portable for as long as you continue this subscription.

In line with the DBS Update Service guidelines, please complete and return this form once you have subscribed or renewed the online DBS Update Service to give consent to perform a status check (usually annually, after the issue date anniversary).

I give consent for \_\_\_\_\_ School and Islington Schools Human Resources to perform a status check as many times as required on my Disclosure & Barring Service (DBS) certificate whilst employed/volunteering at the school.

Please tick the appropriate box:

- I confirm that I have just registered with the Update Service.
- I confirm that I am registered with the Update Service via another organisation.
- I confirm that I have renewed my annual subscription with the Update Service.

<b>Full name</b>	
<b>Date of birth</b>	
<b>DBS certificate (12 digit reference number)</b>	
<b>DBS issue date</b>	
<b>Name of the organisation (as set out on your DBS certificate) that requested the DBS check at the time you registered with the Update Service</b>	
<b>Type/Level of DBS check</b>	enhanced DBS check <input type="checkbox"/> children barred list check <input type="checkbox"/>
<b>Post title</b>	
<b>Consent Statement / Signature</b>	I agree to my personal data being processed for the purposes outlined above. I understand that I may withdraw my consent at any time by contacting the school. For more information about how we use your information, please refer to the staff privacy notice which is in the staff handbook/available upon request.
<b>Date</b>	

## **Additional notes**

### **How to join the Update Service**

If you have not subscribed for the Update Service as yet, please go online to [www.gov.uk/dbs](http://www.gov.uk/dbs) and click the link for the DBS Update Service. You can join the Update Service with the **e-bulk DBS reference** (the number starts with E0). Alternatively, you can wait for the DBS certificate number, but you will have up to **30 days** only to join up from the certificate issue date.

The £13 annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through your payslip whilst employed. After you have received your DBS certificate and have subscribed to the DBS online service, please **present this form completed along with the original DBS certificate**.

### **Renewals**

If you haven't opted to automatically renew you will need to [log in to your account](#) and make a payment within 30 days before your subscription ends. Subscriptions to the update service expire 12 months after the issue date on your linked DBS certificate. If you have forgotten your ID reference number to access your account, please contact DBS on **03000 200 190**.

### **Lost certificates**

You must keep your original DBS certificate safe as the DBS will not issue a replacement DBS certificate. If you lose your certificate, you will have to apply for a new DBS check. The cost of the DBS check will be charged to you and will not be refunded to you.

### **During employment/volunteering**

Please be informed that it is your responsibility to maintain and keep your Update Service account up-to-date including the renewal of your annual subscription. If the subscription is not renewed, you are required to apply for a new DBS check and then re-subscribe to the Update Service. The cost of the DBS check will be charged to you and will not be refunded to you.

### **Employer checking the status of your certificate(s)**

You will need to consent to an employer or organisation carrying out a status check on your certificate(s) and show your **original DBS certificate (DBS check)**. However, the employer can only make the status check if they are legally able to request a new DBS check for the role in which you will be working. If you don't want an employer or organisation to continue checking the status of your certificate(s), contact them and withdraw your consent for any future checks.

It is the employees'/volunteers responsibility to disclose any unspent convictions, cautions, reprimands or warnings issued on their certificate or that may incur during their employment with the school, to the Headteacher.

Failure to disclose a criminal record may lead to the withdrawal of volunteer/employment offer and if already an employee may lead to disciplinary action.

**School Office - please send the instruction of reimbursement to payroll via the staff returns only after all checks are done.**

## Appendix 3 - Offer of appointment letter

Date:

### PERSONAL

### OFFER OF APPOINTMENT

On behalf of the Governing Body and **xxx School**, we are pleased to confirm that you have been successfully appointed for the post of **xxxx** with effect from **Click here to enter a date..** Your contract will be with London Borough of Islington / Governing Body of **xxxx** subject to the satisfactory completion of pre-employment checks.

You will be paid on the 26<sup>th</sup> of each month by BACS in accordance with the **Choose an item**. Your starting salary will be grade xxxx spine point xxxx, which is **£xxxx** per annum based on your contract hours of work.

**DELETE AS APPROPRIATE)** - The decision to pay you as a qualified teacher is subject to you gaining and providing proof of a relevant teaching qualification (Qualified Teacher Status). Until you provide proof of QTS, you will be paid on the unqualified pay grade. For more info, please refer to the Teacher Services portal: <https://teacherservices.education.gov.uk/SelfService/Login>

Prior to starting employment, you are required to come in for a pre-employment meeting and complete a DBS application form online (formerly known as CRB) prior to this meeting.

If you already have an enhanced DBS with children's barred List check that is subscribed to the DBS Update Service, there is no need for you to complete the online application. However, you must bring your **original** DBS certificate to the pre-employment appointment and complete the DBS Appendix 2 Consent form (attached) to give us consent to check the status of your certificate.

If you need to complete the online DBS application, please enter the following address in the web browser: [Online Disclosures \(matrixscreening.com\)](https://matrixscreening.com)

You will have to enter the following details to start your DBS online application (please note you must enter info exactly as below - you may wish to copy and paste):

<b>Organisation Reference:</b>	XXXX
<b>Password:</b>	xxxx

For the online DBS process, please read attached the list of acceptable proof of ID documents.

Additional check: If you have lived or worked overseas for more than three months in the last five years, you are required to provide us with a certificate of good conduct.

Upon completion of the attached pre-employment forms, please contact me to arrange a pre-employment appointment at the school office as soon as possible.

Please find enclosed the following pre-employment documents to complete:

- HMRC check-list form (formerly P46) – to enable us to set up the correct tax record - online version of the form <https://www.gov.uk/government/publications/paye-starter-checklist>
- Next of kin form
- Health assessment questionnaire
- Bank details form
- Appendix 1 - DBS agreement letter for single certificate
- Appendix 2 - DBS Update Service Form (to complete after registered with DBS)

Also, please ensure that to bring the following **original documents**:

- Proof of identity (passport / UK birth certificate)
- Proof of address
- Proof of right to work in the UK
- Proof of qualifications: support staff relevant to their role and teaching staff - QTS certificate with Induction certificate, degree certificate (BEd, BA, BSc, Cert Ed), PGCE (Early Career Teacher), Master in Teaching & Learning).
- Where a teacher has lived outside of the UK for 12 months or more (whether continuously or in total) in the past 10 years, while aged 18 or over, will be required to provide proof of your past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which you worked
- P45 from your last employer (if applicable).

Finally, if your references are still outstanding you will need to chase your referees as it is a safeguarding requirement that we seek references from your employers.

Please note if you do not bring all the requested documents, you will be required to come in again. Your final offer of employment is subject to satisfactory completion of all pre-employment checks.

### **Disclosure of Criminal Record – Disclosure & Barring Service (DBS) Update Service**

You are required to subscribe to the DBS Update Service – this will give you more flexibility as checks are transferrable and you can use the same DBS certificate from role to role within the same workforce. The £13 annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through the payroll whilst employed.

If you have any queries, please contact me.

We would like to take this opportunity to wish you every success in your new post.

Yours sincerely,

Name Surname  
Job Title

## Appendix 4 - DBS renewal letter

**DATE:**

**PERSONAL**

Dear Ms/Mr XXXX,

### **RENEWAL OF Disclosure & Barring Service (DBS) CERTIFICATE**

It is Islington Council policy to have DBS certificate renewed every three years and whilst auditing our system, it has come to our attention that your current DBS certificate has expired or is due for renewal as it was issued more than three years ago. You are required to complete an online DBS check, please enter the following address in the web browser:

**[Online Disclosures \(matrixscreening.com\)](http://matrixscreening.com)**

Please enter the following details to start your application:

**Organisation Reference:**

**Password:**

After you have completed the online DBS application, you have to come in person to the school office and provide original identification documents as listed in the acceptable ID table. Your online application will be processed by your employer once they have verified your identity, and then sent onto the DBS. Please contact your school office to arrange a suitable time.

In addition, you are required to go online and subscribe to the DBS Update Service.

**DBS Update Service** is an online DBS service that lets applicants keep their DBS certificates up-to-date. It allows flexibility as checks are transferrable and employee/volunteer can use the same DBS certificate from role to role within the same workforce.

To subscribe for the Update Service, please go online to [www.gov.uk/dbs](http://www.gov.uk/dbs) and click the link for the DBS Update Service. You can join the Update Service with the **ebulk DBS reference** (the number starts with E0). Alternatively, you can join the Update Service with your DBS certificate number, but you have up to **30 days** only to join up from the certificate issue date.

The £13 annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through the payroll whilst employed.

Please be informed that it is your responsibility to maintain and keep your Update Service account up-to-date. If the subscription is not renewed, you are required to apply for a new DBS check and then re-subscribe to the Update Service. The cost of the DBS check will be charged to you deducted through payroll.

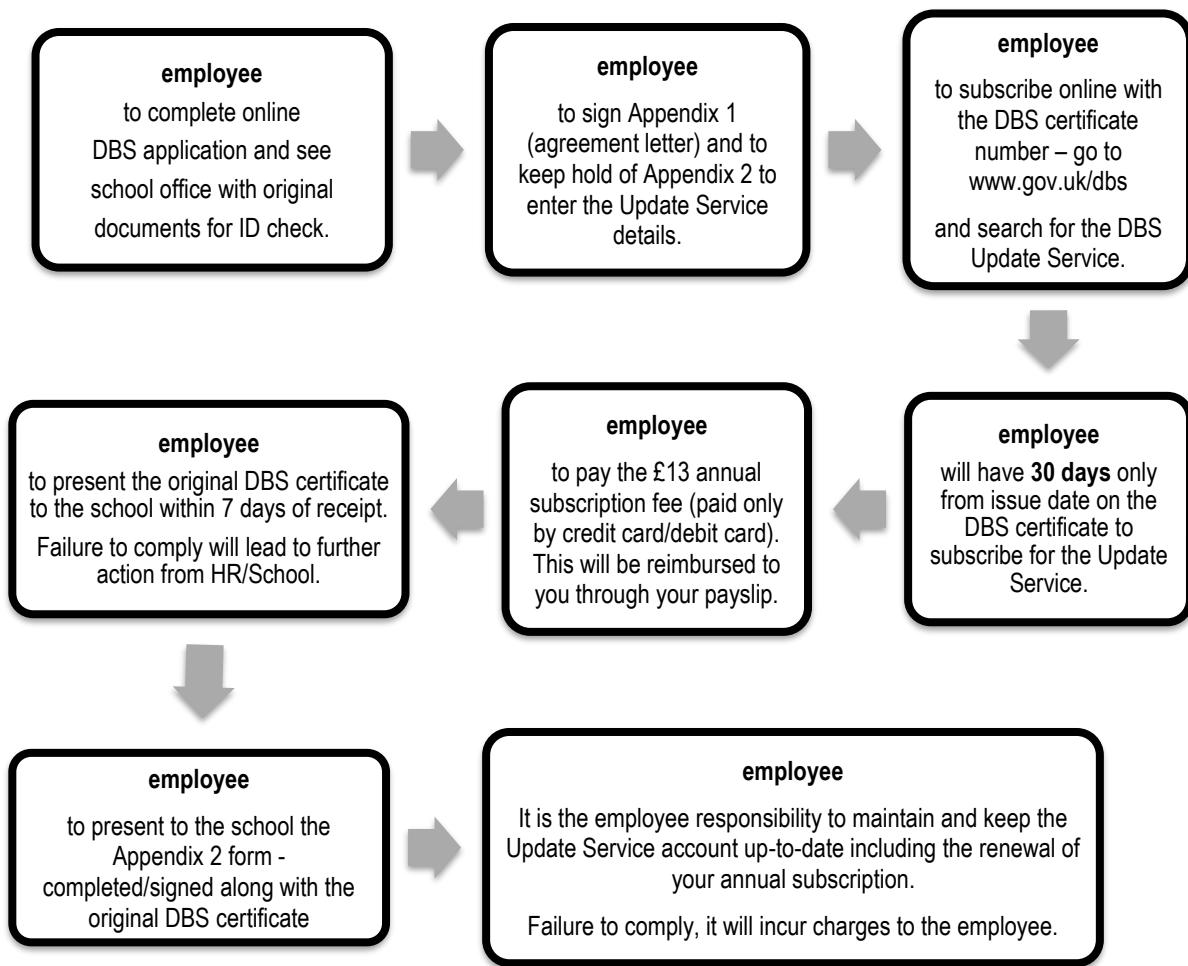
You must keep your original DBS certificate safe as the DBS will not issue a replacement DBS certificate. If you lose your certificate, you will have to apply for a new DBS check. The cost of the DBS check will be charged to you and will not be refunded to you.

You will be asked to sign two letters:

Appendix 1 (Agreement Letter) - applicant only certificate - DBS will issue only one certificate to you and it is your responsibility to show the original certificate to the school.

Appendix 2 (DBS Update Service form) - once you have subscribed to the online DBS Update service, we need your consent in writing that we can perform a status check on your Disclosure & Barring Service (DBS) certificate whilst employed/volunteering.

## DBS – an overview of the Update Service renewal process



**Failure to comply to complete the online application for renewal would lead to suspension of your next salary payment.** Should you have any queries, please contact **xxxxx**.

Yours sincerely,  
Name

## Appendix 5 - Internal risk assessment (DBS pending)

**Purpose:** To be used to assess the suitability of an applicant to begin in the proposed position while awaiting a returned DBS disclosure. The degree of risk the employee/volunteer represents to children and other members of staff.

Applicant name	
Position applied for	
Applicant start date	
DBS e-Bulk reference number	

### SECTION 1- Applicant's Disclosure Statement

Question	Applicable	Applicant Explanation/Comments
Did the applicant declare any matters on the application form, DBS online application form and/or at interview?	Yes / No If yes, please detail	
Has the individual had a DBS certificate previously? Have you seen the certificate?	Yes / No If yes, please detail	If yes, please supply: DBS certificate date: DBS certificate number: Issuing organisation:
Has the applicant worked directly with children in the past?	Yes / No If yes, please detail	

#### Declaration by applicant and any additional comments in support of their employment

I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required, could make an offer of employment invalid or lead to termination of employment.

Signature: ..... Date: .....

## SECTION 2 - Headteacher / Appointing Manager Risk Assessment

<b>Question</b>	<b>Details</b> (please circle correct answer)
Has the person received a Children's Barred List clearance (formerly List 99)	Yes / No Date of check: .....
Have two references been received by the school confirming the applicant's suitability to work with children?	Yes / No
What is the nature of the contact the individual has with children?	Frequent direct contact <input type="checkbox"/> Frequent indirect contact <input type="checkbox"/> Infrequent indirect contact <input type="checkbox"/> Intensive <input type="checkbox"/>

<b>Decision and rationale from the appointing manager / Headteacher taking into account risks</b>
Headteacher's discretion: Do you wish to proceed with employment? Yes / No
Signature: ..... Date: .....
Name (printed): .....

## Appendix 6 - Internal risk assessment for volunteers or visitors (enhanced DBS check not required)

**Purpose:** To be used to assess the suitability of a person who is working with the school on a one-off basis i.e. parent volunteer going on a school trip.

If a volunteer is not engaging in regulated activity, the school should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS with barred list check. They should consider:

- the nature of the work with children;
- what the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- whether the role is eligible for an enhanced DBS with barred list check.

For one-off volunteers (helping at a school fete or accompanying staff on a trip out of school, a DBS disclosure is not required but, appropriate risk assessments must be undertaken and under no circumstances should a volunteer/visitor in respect of whom no checks have been obtained be left unsupervised with children.

Volunteers who have frequent and intensive contact with children (frequent is once a week or more, intensive is four days a month or overnight) will be required to obtain an enhanced DBS disclosure with children's barred list check.

Applicant name	
Role in the school	
Proposed/actual start date	
Risk assessment undertaken by	
Date of risk assessment	

## SECTION 1 - Applicant Summary

<b>Question</b>	<b>Applicant Explanation/Comments</b>
In what capacity will the person be visiting the school?	<input type="checkbox"/> volunteer <input type="checkbox"/> attending class trip <input type="checkbox"/> other visiting professional (please specify) .....
How regularly will this person be visiting the school and how long will the person spend at the school during each visit?	
Does this person have previous experience working with children?	Yes / No Please detail
Has the person been interviewed by someone in the school?	Yes / No Interviewed by: ..... Date of Interview: .....
Has the person at the school e.g. teacher in charge been given guidance on volunteers assisting in school?	Yes / No
Has the individual had a DBS disclosure previously?	Yes / No If yes, please advise: Disclosure date: ..... Disclosure number: ..... Issuing organisation: .....

## SECTION 2 - Headteacher / Appointing Manager Risk Assessment

Question	Details (please circle correct answer)			
What is the nature of the contact the individual has with children?	Frequent direct contact	<input type="checkbox"/>	Frequent indirect contact	<input type="checkbox"/>
	Infrequent indirect contact	<input type="checkbox"/>	Intensive	<input type="checkbox"/>

### Decision and rationale from the appointing manager /Headteacher taking into account risks

**Headteacher's discretion:** Do you wish to proceed with volunteer/visiting professional? Yes / No

Please confirm what further vetting checks has been carried out by the school prior to the person's commencement?

- References
- Proof of ID and address

Signature: ..... Date: .....

Name (printed): .....

## Appendix 7 - Pre-employment visit (starters checklist)

<b>School:</b>	
<b>Employee's Name:</b>	
<b>Employee's Start Date:</b>	
<b>Employee's Post Title:</b>	
<b>Pre-employment Conducted by:</b>	

Document	Document Produced (Yes/No)	Mandatory	Original	Comments/ Date Received
DBS Online Application Form		✓	✓	
Proof of ID (Passport and UK birth cert.)		✓	✓	
Proof of address		✓	✓	
Proof of meeting the requirements of the Asylum and Immigration Act 2006 (e.g. proof of right to work in the UK /Valid Visa (indefinite leave to remain/settlement)		✓	✓	
Overseas police check/certificate of good conduct check (if applicable)		✓	✓	
Health Assessment Questionnaire Form		✓	✓	
Bank Details Form		✓		
P45 + HMRC Starters Checklist Starters Checklist Only  payroll to setup the correct tax code		✓	✓	
Next of Kin/Emergency Contact Form				
Proof of Qualifications (QTS Cert, Degree, Induction Cert for teachers)		✓	✓	
Full Application Form		✓		
At least 2 Satisfactory References  The references should cover the last 3-5 years and one reference must be from the current or most recent employer.	Ref 1 <input type="checkbox"/> Ref 2 <input type="checkbox"/>	✓		
Post Offer Reference  From the current employer to seek information on attendance and sickness records – this can be requested for the appointed candidate only.		✓		
<b>Statement of Particulars of Terms &amp; Conditions of Employment Received by the employee:</b>				
<b>Employee's Signature:</b>	<b>Date:</b>			

ADDITIONAL CHECKS			
	Completed	Date	Comments
Starter Pay Form for payroll			
Individual Teacher Report (DfE – Secure Access Portal) to check for qualifications, sanctions e.g. Prohibition from teaching check, EEA check			
Job Description/Person Specification			
Advert			
Interview notes			
Contract & Offer Letter			
Signed contract received			
Signed Health Fitness form			
Online search			
Barred List check (L99) if applicable			
DBS original certificate seen			
DBS Update Service – consent form (Appendix 2)			
DBS Status check (Update Service) check via DBS web page			

**Photocopy of documents** - when you verify the original documents required with the applicant, you will need to make a photocopy of the documents and countersign, you should write "I certify that this is a true copy of the original, signed by (your name, job title, the date you saw the document)". Please note to **cover up** sensitive information e.g. bank statements account number, account balance if you are using as a proof of address.

**References** - References for the appointed candidates: the chair of the interview panel should review the post interview checks and also request the post offer reference for sickness information e.g., the references should be fully completed before final sign off.

**Overseas police checks** – to be carried out if applicant has lived out of the country for more than 3 months in the last 5 years; it is the applicant's responsibility to obtain a certificate of good conduct.

**Teacher's qualifications/sanctions** – please ensure to check the Teaching Regulation Agency database – they have responsibility for the regulation of the teaching profession, including misconduct hearings and the maintenance of the database of qualified teachers. If the appointed teacher does not have QTS, then he/she must be on unqualified grade until awarded with QTS.

## Appendix 8 - DBS Update Service

The DBS Update Service is an online service that lets applicants keep their DBS certificates up-to-date and allows employers to check a certificate online.

The service aims to save employers and applicant's time and money and improve the overall safeguarding landscape; which are all big positives. The purpose of the Update Service is:

- to allow individuals to use their DBS certificate with more than one organisation and,
- to allow organisations to perform a status check on employees/volunteers without having to complete another DBS application form.

### Benefits to the school

- instant online checks of DBS certificates
- school may never need to apply for another DBS check for an employee again
- less bureaucracy
- enhances our safeguarding processes and may help to reduce risks

### Benefits to your employee/volunteer/governor

- one DBS certificate is all they may ever need
- take their DBS certificate from role to role within the same workforce
- they are in control of their DBS certificate
- get ahead of the rest and apply for jobs DBS pre-checked

**Important:** Please ensure that your employee, volunteer and governor complete the DBS Update Service form [Appendix 2](#) so that schools and HR are able to perform the online status check.

### Appointment of staff – schools what to do

When recruiting new members of staff, you should ask them to join the Update Service - see offer letter [Appendix 3](#).

### Three year re-checks and DBS checks for existing employees

When a three-year renewal check is due for existing employees, schools should ask employees to apply for the DBS Update Service. This new service lets individuals keep their DBS certificates **up-to-date** and they can re-use it for another position in the same workforce without having to complete another DBS application - see DBS renewal letter [Appendix 4](#).

DBS three-year re-checks will continue until all employees/volunteers have subscribed to the Update Service.

## **Who is responsible for paying the annual fee to the DBS Update Service?**

The £13 annual subscription fee is payable by the applicant (only by credit card or debit card) and **reimbursed by the school through payroll whilst employed.**

Volunteers/governors – DBS Update Service subscription is free of charge (it is important that schools encourage them to apply for this service).

## **How to subscribe to the DBS Update Service?**

Individuals can join the Update Service with the **Ebulk DBS reference** (the number starts with E0). Alternatively, they can join the Update Service with the DBS certificate number, but will have up to **30 days** only to join up from the certificate issue date.

- DBS Update Service for non-volunteers - annual subscription fee of £13
- DBS Update Service for volunteers: no subscription fee

Volunteer subscriptions are free of charge but, if they move from a volunteer position to a paid position they will have to:

- apply for a new DBS check
- re-join the Update Service
- pay the annual fee of £13 by credit or debit card

Volunteers can't add a DBS certificate for a paid position to a free subscription which was created with a DBS certificate for a voluntary position; they will need to create a new subscription for the paid-for certificate. They can however add a DBS certificate for a volunteer position to an Update Service account that was set up for a paid-for certificate.

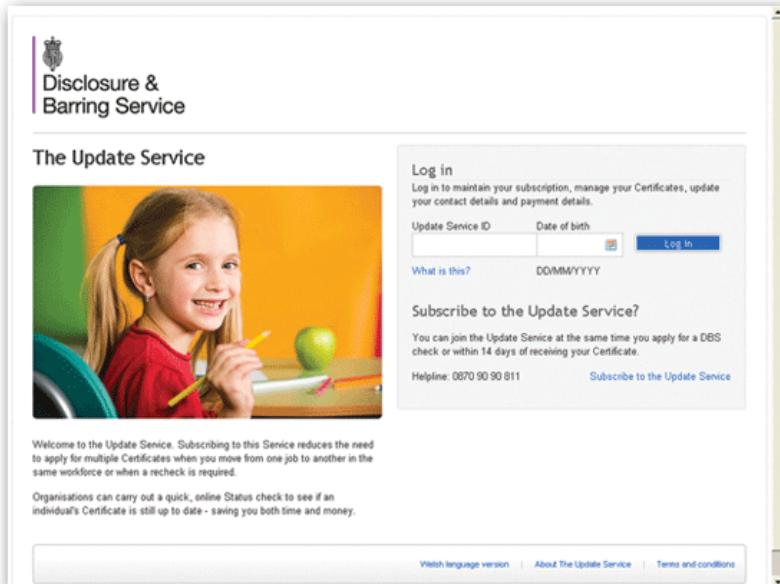
## **When should the applicant join the DBS Update Service?**

Individuals can join the Update Service with the **Ebulk DBS reference** (the number starts with E0). Alternatively, they can join the Update Service with the DBS certificate number, but will have up to **30 days** only to join up from the certificate issue date.

## Applicant applying for the update service

Applicants can simply access the Update Service via DBS [website](#) and enter the following details:

- Name
- gender
- date of birth
- email address
- application e-reference number or DBS certificate number
- a payment card for the Update Service fee, if applicable



Subscribers will receive a unique ID number, which they must keep safe and not share with anyone, as they will use this to access their Update Service account online. Subscription lasts for one year from the issue date on the DBS certificate.

Individuals can add more DBS certificates if they need to - for example they may require more than one if their original certificate is not of the same type and level of check required by the school:

- **level:** enhanced **not** standard check
- **type:** enhanced with a children's barred list check **not\_an** adults' barred list check; or enhanced without a barred list check
- **workforce:** child workforce **not** adults' workforce

## To perform a status check – what you need to know

A status check allows employers to see if any relevant information has been identified about the individual since their certificate was last issued. This reduces the need to ask individuals to apply for multiple certificates if they move from one job to another in the same workforce or when a recheck is required.

Schools and HR will, only where the staff member has subscribed to the Update Service and given consent, have the capacity to perform instant online checks of a DBS certificate. The online system will be updated **every week for conviction and barring information, and every nine months for non-conviction information.**

A status check should only be performed by the DBS '**school identity checker**' who has been trained in the DBS process and safer recruitment.

To make a status check, you will be asked to confirm that you are legally entitled to make the check and able to comply with practice. If you are not sure, please contact HR for support.

## **The Update Service (subscribers) - Do I need to see the actual DBS certificate to perform a status check?**

Yes. The school office will need to see the original DBS certificate to carry out a status check and to ensure that it is of the right type and level required. For the school (child) workforce, we should verify:

- ✓ **certificate level:** enhanced
- ✓ **certificate type:** enhanced with a children's barred list check.

It is the employees'/volunteers responsibility to disclose any unspent convictions, cautions, reprimands or warnings issued in their certificate or that may incur during their employment with the school, to their Headteacher.

Failure to disclose a criminal record may lead to the withdrawal of volunteer/employment offer and if already an employee may lead to disciplinary action.

## **Do we need the individual's consent to perform a status check?**

Yes. We need applicant's consent in writing in order to perform a status check of their DBS certificate. Please see DBS Update Service form on [Appendix 2](#).

The individual will be able to see who has performed a status check, and when they did so, from their online account.

## **How to make a status check – step-by-step**

### **Step 1**

- Are you, the '**school identity checker**', entitled to perform a status check? Refer to the [DBS Code of Practice](#) for guidance.
- Have you seen the applicant's original certificate?
- Do you have the individual's consent to perform a status check?
- Are you legally entitled to the same level of DBS certificate (enhanced)?
- Does the DBS certificate only contain the exact workforce that you are entitled to know about, for the role you are recruiting for (child workforce)?
- If you have answered 'yes' to the above questions, you can perform a status check. If you are unsure, please contact Islington Schools Human Resources.

### **Step 2**

- Go to [www.gov.uk/dbs](http://www.gov.uk/dbs) and click the link for the DBS Update Service.
- Enter the name of your organisation.
- Enter your forename and surname.
- Enter all of the applicant's details requested by the DBS:
  - Enter the DBS certificate number.
  - Enter the current surname of the DBS certificate holder (as specified on their DBS certificate).
  - Enter the date of birth of the DBS certificate holder (as recorded on the DBS certificate) in the format DD/MM/YYYY.

## Step 3

You will be presented with the following Legal Declaration.

'I confirm I have the authority of the individual to which this DBS certificate number relates to receive up-to-date information (within the meaning of section 116A of the Police Act 1997) in relation to their criminal record DBS certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to their enhanced criminal record DBS certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.'

- You must tick the 'I agree with the legal declaration' check box to proceed.

## Step 4

You will be presented with the result of the check. You can print and keep a record of the status check as long as you protect this information in line with the DBS's Code of Practice and Data Protection legislation. Details can be found on [www.gov.uk/dbs](http://www.gov.uk/dbs).

Please remember to update the school single central record – just a reminder that it is not allowed to keep any copies of employees **DBS certificate** on their personnel file. Please destroy copies of the certificates once records have been updated.

### Status check - Interpreting the results

You must have seen the original DBS certificate to:

- satisfy yourself through robust ID checks that the person being checked is the same person as that is named on the actual DBS certificate.
- check that it is the correct level of check required by the school:
  - **level:** enhanced **not** standard check
  - **type:** enhanced with a children's barred list check **not** an adults' barred list check; or enhanced without a barred list check
  - **workforce:** child workforce **not** adults' workforce

The outcome of a valid status check will be one of the following:

- **this certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the individual's certificate contains no criminality or barring information and no new information is available.
- **this certificate remains current as no further information has been identified since its issue.** This means that the individual's certificate did contain criminality or barring information and no new information is available.
- **this certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's certificate should not be relied upon as new information is now available and you should request a new DBS check.
- **the details entered do not match those held on our system. Please check and try again.** This means either: the individual has not subscribed to the Update Service; or the DBS certificate has been removed from the Update Service; or you have not entered the correct information.

Please be informed that if new information comes to light after the issue of the certificate the applicant will have to apply for a new DBS check.

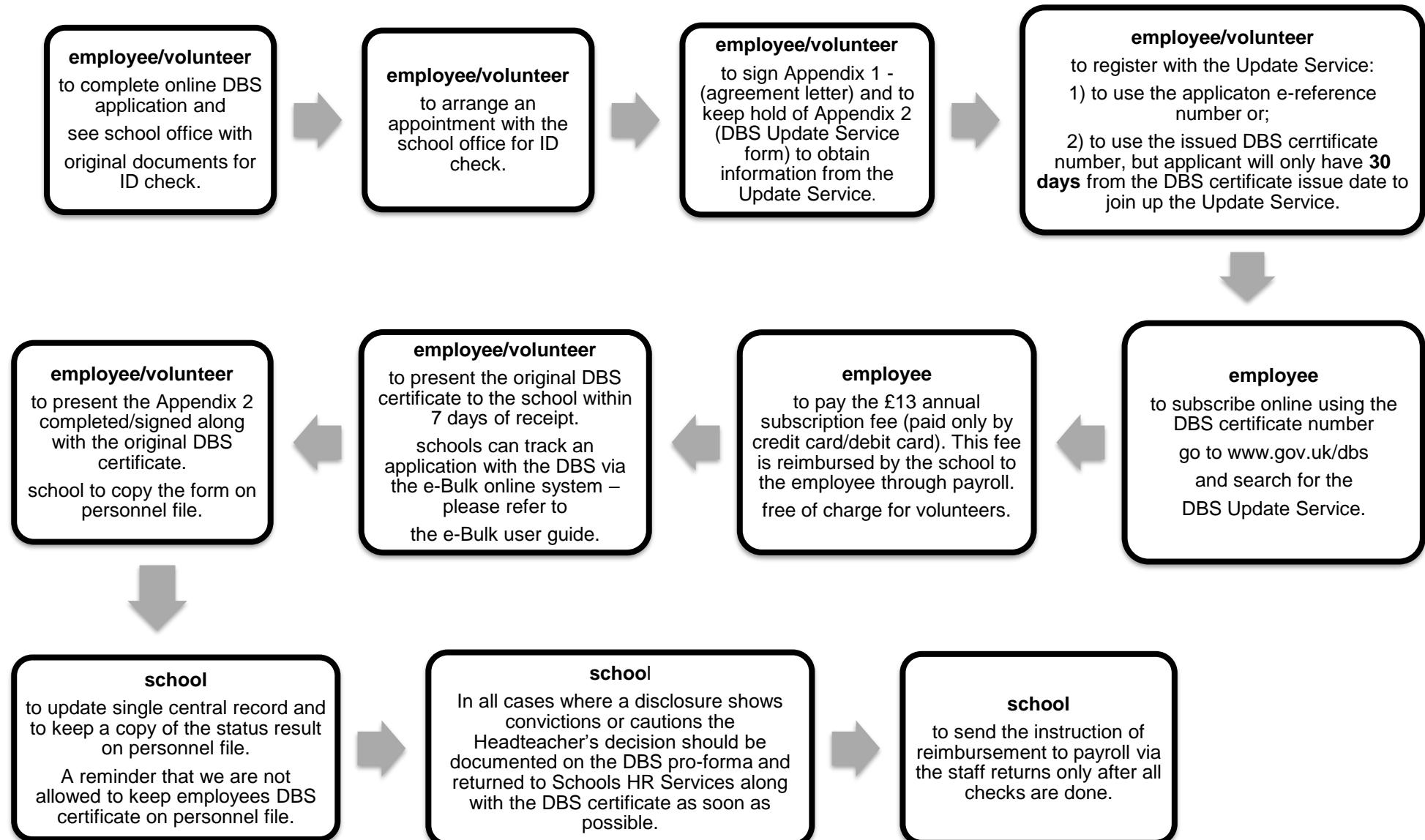
It is the employees'/volunteers responsibility to disclose any unspent convictions, cautions, reprimands or warnings issued on their certificate or that may incur during their employment with the school, to their Headteacher.

**Failure to disclose a criminal record may lead to the withdrawal of volunteer/employment offer and if already an employee may lead to disciplinary action.**

In all cases where a disclosure shows convictions or cautions the Headteacher's decision should be documented on the **DBS pro-forma** – [Appendix 11](#) and returned along with a copy of the individual's DBS certificate to schools Human Resources as soon as possible for final ratification. Depending on the contents of the certificate the Head of Schools Human Resources will also need approval from the Local Authority Designated Officer.

For school governors where a disclosure shows convictions and/or cautions, the school should instruct the governor to show the DBS certificate directly to Governor Services at 020 7527 5560.

## Appendix 9 - DBS Update Service flowchart



## Appendix 10 - DBS schools' process for certificates with trace

### 1. How do I know if a certificate has returned with a trace?

- a. the school designated DBS e-bulk<sup>9</sup> (online) user can click the tab 'Results' and verify if there are any certificates stating match (trace). If there is a trace, the following message will show: 'Please wait to view applicant certificate'.
- b. employee/volunteer must present the original DBS certificate to the school. At the ID verification stage, the school office should request that the employee/volunteer complete and sign the agreement letter (Appendix 1) – this document also reminds the employee/volunteer that they have to present the original certificate to the school within 7 days of receipt.

### 2. What should the Headteacher do upon receipt of a DBS certificate with a trace?

The Headteacher should meet with the employee/volunteer to discuss the convictions and/or cautions and to confirm that the convictions and/or cautions actually relate to the employee/volunteer and document any decision made.

For school governors where a disclosure shows convictions and/or cautions, the school should instruct the governor to show the DBS certificate directly to Governor Services, contact at 020 7527 5560.

### 3. What should the Headteacher do after the decision has been made?

The Headteacher's decision should be documented on the **DBS pro-forma** and returned along with a copy of the individual's **DBS certificate** to Schools Human Resources as soon as possible for final ratification. It depends on the contents of the certificate the Head of Schools Human Resources will also need approval from the Local Authority Designated Officer.

### 4. What if the DBS certificate issued shows the same convictions and/or cautions for an existing employee/volunteer?

- a. if this is a three year re-check with convictions/cautions the Headteacher is aware of, and an interview to discuss this had taken place previously, please indicate this, sign off the DBS pro-forma and return to Schools Human Resources.
- b. if there is a new conviction/caution or there are changes to duties following the three year re-check that may affect the final decision, a full interview should take place and the full DBS pro-forma completed, signed and returned to Schools Human Resources along with a copy of the individual's **DBS certificate** for final ratification. It depends on the contents of the certificate the Head of Schools Human Resources will also need approval from the Local Authority Designated Officer.

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<sup>9</sup> The e-bulk service allows Disclosure and Barring Service (DBS) customers (Islington Council) to submit multiple electronic applications for DBS certificates and receive the results electronically.

## Appendix 11 - DBS pro-forma when DBS certificate gives cause for concern

### GUIDANCE

If a DBS certificate reveals information that gives cause for concern, the Headteacher, accompanied by a member of the Schools Human Resources team (if required) should arrange to meet with the individual to discuss the convictions/cautions and to confirm that the convictions/cautions under discussion actually relate to them.

**Existing employees have the right to be accompanied by either a trade union representative or work colleague to this meeting.**

If an individual employed by the school has not disclosed the convictions/cautions, either on an application form or to the Headteacher, s/he should be asked why they had not done so. It is a serious cause for concern that any applicant or employee has failed to provide this information when required to do so, or has provided false information. The DBS application form makes it clear that all convictions, cautions, reprimands or warnings, even if they are believed to be 'spent', need to be included.

If an individual denies that the convictions/cautions relate to them, the school should inform Schools Human Resources. The applicant will have to complete a dispute form, and possibly also the fingerprint consent form for the police to check the applicant's details against their records.

#### Factors to consider when making a decision

- the degree of risk the employee/volunteer represents to children and other members of staff
- the nature of the conviction/caution, when it took place and whether there is a possibility of further incidents together with the possible implications, if any, for the school employing this person
- the degree of remorse, or otherwise, expressed by the employee/volunteer and their motivation to change

In addition, the Headteacher should consider:

- the individual's criminal record. This should be assessed in relation to the tasks they will be required to perform working with and around children, and
- the circumstances in which the work is to be carried out – what supervision is available and how readily?

The fact that someone has a conviction or a caution should not necessarily prevent them from taking up or continuing in employment with the school, although serious consideration should be given to the information that has been received before a decision is made. **The decision should be documented for final ratification by the Headteacher, governing body (personnel committee).**

#### Three-year re-check

The DBS pro-forma is also applicable in situations where the same convictions/cautions appear, following the three-year re-check:

- Please indicate and sign the pro-forma if this is a three year re-check with convictions/cautions that the Headteacher is aware of and an interview had taken place previously. Please return the signed pro-forma and a copy of the current DBS certificate to Schools HR.
- A full interview should take place if there is a new conviction/caution or there are changes to the job duties following the three year re-check that may affect the final decision. Please complete the pro forma and send along with a copy of the current DBS certificate to Schools HR.

## DBS PRO-FORMA

Name: \_\_\_\_\_ Employee  Self-employed

School \_\_\_\_\_ Volunteer  Governor

**New Starters/Volunteers:** If new starter/volunteer, were you aware of the conviction/caution prior to this disclosure information, was it declared on the application form?

Yes  No

**Three-year re-check:** Has an interview previously taken place? If there are no new offences, please sign this pro-forma. You will need to send a copy of the current DBS certificate to HR.

Yes  No

What is the nature of the contact the individual has with children?

Frequent direct contact  Frequent indirect contact  Infrequent indirect contact  Intensive

**Decision and rationale taking into account risks** (please follow the guidance):

Headteachers' signature:		Date	
Governing Body Sign Off: (if appropriate)		Date	
Head of Schools HR signature:		Date	
Local Authority Designated Officer signature: (if appropriate)		Date	

## Appendix 12 - Role of the school designated safeguarding lead

Governing bodies, proprietors and management committees should ensure an appropriate **senior member** of staff, from the school or college **leadership team**, is appointed to the role of designated safeguarding lead.<sup>10</sup> The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

### Deputy designated safeguarding leads

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding leads. Any deputies should be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead, this **lead responsibility** should not be delegated.

The designated safeguarding lead (and any deputies) is expected to:

- Manage referrals
- Work with others
- Raise Awareness
- Undergo training at least every two years
- Take lead responsibility of online safety including filtering and monitoring and should understand the systems and processes in place

In addition to the formal training, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role

Please refer to the [Keeping children safe in education](#) guidance for further details.

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<sup>10</sup> When a school has a sole proprietor rather than a governing body, appropriate steps should be taken to ensure that the member of the senior leadership team who is appointed as designated safeguarding lead (DSL) is able to discharge that role with sufficient independence, particularly in relation to any allegations involving the proprietor or members of the proprietor's family. This may involve including in the appointment as DSL, written confirmation that part of the duties of the post involve contacting the Local Authority Designated Officer on any matter that the DSL considers cannot be properly dealt with internally. Consideration could also be given to providing the DSL with access to external advice from an appropriate company or legal service.

## Appendix 13 - Annual Report to Governing Body

**Annual Safeguarding Report Template to governing bodies/management committees/proprietors available as separate fillable pdf form which is shared through the Safeguarding Team.**

## Appendix 14 - Frequently Asked Questions

### Childcare disqualification requirements

#### **1. What are the changes to the Disqualification by association requirement?**

Under the 2018 Regulations, schools and nurseries are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association (Regulation 9).

*Disqualification by association is only relevant where childcare is provided in domestic settings (e.g. where childminding is provided in the home) or under registration on domestic premises (Including where an assistant works on non-domestic premises up to 50% of the time under a domestic registration).*

From September 2018, schools should not ask their staff questions about cautions or convictions of someone living or working in their household and school staff are no longer required to complete the disqualification declaration form.

#### **2. Do we keep Disqualification by association checks completed prior to September 2018 on the SCR or does it mean we can remove those columns and the old paperwork?**

Our advice is to retain the current records (forms), but that schools can decide to keep the relevant column on the SCR in a separate location (i.e. securely in a separate spreadsheet or file).

#### **3. What other requirements of the Disqualification under the Childcare Act 2018 apply to schools and nurseries?**

Although Disqualification by Association no longer applies to schools and nurseries, the Disqualification under the Child Care Act still applies to staff who work in a child care capacity, whether paid, volunteer or are on work placements. Relevant staff are those working in child care, or in a management role because they are: working with reception age children at any time; or working with children older than reception until age eight, outside school hours.

The [DfE guidance](#) gives a summary of the criteria that lead to disqualification, the details of specific orders and offences which will lead to disqualification are set out in the 2018 regulations. Schools should remind staff of their obligation on a regular basis, for instance, by reminding staff of the Disqualification Policy at annual safeguarding training and/or by way of an annual staff bulletin or email and/or at any point a staff member changes jobs. The DfE recommends the use of the DBS Update Service, for existing employees, to supplement self-declarations.

The table below sets out the checks carried out by schools to comply with the requirements:

Disqualification criteria	Relevant Check
Inclusion on the Disclosure and Barring Service (DBS) Children's Barred List	Self-declaration, either written (i.e. recruitment and DBS application forms) or verbal  Enhanced DBS check with barred list  Registration on DBS Update Service

Being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)	Self-declaration, either written (i.e. recruitment and DBS application forms) or verbal Enhanced DBS check with barred list Registration on DBS Update Service
Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations	Self-declaration, either written (i.e. recruitment and DBS application forms) or verbal Enhanced DBS check with barred list Registration on DBS Update Service
Refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children's homes, or being prohibited from private fostering, as specified in paragraph 17 of Schedule 1 of the 2018 regulations	Applicable to School and Nursery settings where EY reference number is required (for further information please contact the Islington Early Years Team).
Living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2018 regulations (note that regulation 9 only applies where childcare is provided in domestic settings, defined as 'premises which are used wholly or mainly as a private dwelling' in section 98 of the act, or under a domestic premises registration, including non-domestic premises up to 50% of the time)	No longer applies to School and Nursery settings. The regulations apply when childcare is provided in domestic settings.
Being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom	Self-declaration, either written (i.e. recruitment and DBS application forms) or verbal Enhanced DBS check with barred list Overseas police checks

## **DBS Update Service**

### **4. Do we have to add a column for the DBS Update Service on the SCR?**

No, the statutory requirement is that a criminal record check is carried out for all staff including supply staff, volunteers, governors and contractors (if applicable).

We would advise that you maintain your school's records on DBS checks including the 3-year renewal or Update service, on a separate spread sheet, not on the SCR.

## **5. What is the difference between 3-year DBS renewal and DBS Update Service?**

- The 3-year re-check is the Council Policy; all individuals should renew the DBS certificate (if not registered with the Update Service).
- The Update Service is an online service provided by DBS that lets applicants (at a fee) keep their DBS certificates up-to-date; this service enhances our safeguarding processes (see details of the Update Service section in this guidance).

The Update Service status check should be performed at least on a yearly basis when employee request the refund of £13. However, in order for the school to have the most up to date information, it is recommended that the school carry out the status check on a termly basis or at least every 6 months. Schools should remind all individuals (via school meetings, e-bulletins, training) of their responsibilities whilst working in a school setting that if something happens in the course of their employment/volunteering (including school holiday periods) i.e. police caution, they should inform the Headteacher/line manager as soon as possible.

## **6. Does the employer need consent to carry out the online status check? Can consent be withdrawn?**

An online status check can only be performed with the consent of the individual. If an employee is registered on the Update Service and wishes to withdraw their consent to an online status check please inform Schools HR immediately:

- The school should ask the employee for their reasons for withdrawing consent.
- Where there are concerns that there may be a trace, please seek advice from Schools HR to consider carrying out a DBS check via E-bulk.
- Where consent is withdrawn, all reference to the DBS Update service username / password should be removed from the school and schools HR file.

**Remember: this is consent for an online DBS Update Service status check only and not to carrying out the Enhanced DBS check with children's barred list in line with the employment contract and a three year recheck.**

Islington Schools HR strongly encourage school based staff to register on the DBS Update Service.

## **7. If a staff member has not joined the update service in time can the school ask for another DBS application to be made straightaway so that they can register for the Update service?**

In order to do this, it must be made clear to staff from the outset that if they do not join the Update Service within the relevant time frame then they will be asked to make another DBS application straightaway so that they can register. The school can make a decision on whether the cost of the second application will be reimbursed. If this is not clear from the outset, then the 3-year renewal will apply.

Please note that, the position of the DBS could be that a further DBS in this circumstance is not required.

## **8. How often do I need to check the status of the DBS certificate registered with the Update Service and request reimbursement through payroll?**

The Update Service status check should be performed at least on a yearly basis when employee request the refund of £13. However, in order for the school to have the most up to date information, it is recommended that the school carry out the status check on a termly basis or at least every 6

months. Schools should remind all individuals (via school meetings, e-bulletins, training) of their responsibilities whilst working in a school setting that if something happens in the course of their employment/volunteering (including school holiday periods) i.e. police caution, they should inform the Headteacher/line manager as soon as possible.

Before requesting the Update Service reimbursement through payroll, the status check should be performed one day after the anniversary of the DBS certificate issue date. There are 4 possible results from the status check. Where the result states "*This certificate did not reveal any information and remains current as no further information has been identified since its issue.*" It should be recommended that the £13 fee is reimbursed to the employee. The officer that completes the school's monthly staff returns should be given the list of employees who are due DBS reimbursement for that month.

### **Teacher prohibition orders and EEA**

#### **9. What is the difference between prohibition orders check and European Economic Area (EEA) check?**

Teacher prohibition orders are made by the Secretary of State and means that a person concerned is not allowed to undertake teaching work in schools.

The EEA check comes from regulators of the teaching profession in other EEA member states as they have to share teacher prohibitions/sanctions with other EEA teacher regulators. Schools should check on individuals who have lived or worked overseas.

**From 1<sup>st</sup> January 2021** the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions.

#### **10. How will this affect the decision to recruit a teacher from the EEA after 01 January 2021?**

Schools must continue to carry out safer recruitment checks on all applicants.

For applicants that have lived or worked outside of the UK, schools must make any further checks they think appropriate so that relevant events that occurred outside the UK can be considered, including obtaining an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK).

Teachers may be able to provide proof of their past conduct as a teacher, issued by the professional regulating authority in the country in which they worked. Where available, such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.

Read the Home Office [guidance on criminal records checks for overseas applicants](#).

#### **11. How can I check whether an individual is subject to a restriction/sanction?**

This will be via DfE Online Services [DfE Sign-in \(education.gov.uk\)](#). You will need the teacher surname and date of birth.

Where a restriction/sanction is identified, schools should review the circumstances leading to the restriction when considering a candidate's suitability for the role.

#### **12. If a teacher has got a teacher reference number, do I still have to check the sanction lists?**

If you check an individual teacher record and they do not have a sanction, then you do not need to check the sanction lists.

**13. What does it mean by ‘teachers and others’ prohibited from the profession on DfE sanction’s list? Does this include teaching assistants?**

On the sanctions list, ‘teachers’ is referring to qualified teachers with QTS and ‘others’ refers to unqualified teachers, teachers without QTS, instructors etc., individuals such as ex-teachers working as Teaching Assistant who carry out specified teaching work in schools.

**Section 128 checks**

**14. Does the Section 128 direction apply for all schools?**

Independent schools, including academies and free schools, to check that a person taking up a management position as described at paragraph 124 of the [Keeping children safe in education](#) guidance is not subject to a section 128 direction made by the Secretary of State.

It also disqualifies a person from holding office as a **governor in a maintained school**.

The restriction list contains the names of those individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education.

**15. How do I carry out the check?**

The check should be carried out for all current and future governors of maintained schools. The Teacher Services (previously known as Employer Access Online and which is accessed via Secure Access) include section 128 checks. So in addition to checking that a new teacher is not subject to a teaching prohibition order, Teacher Services can also be used to confirm that applicants to management positions are not barred from taking part in the management of an independent school.

**16. What information needs to be recorded on file?**

When manually searching the list, the following information regarding the check should be taken manually and recorded on file. Suggested wording:

A Section 128 check was undertaken for:  
Name .....  
Position .....  
Check carried out by .....  
Date Checked .....

**17. What information needs to be recorded on the SCR?**

The date the section 128 check was carried out and the name of the person that carried this out should be recorded on the SCR – governors tab (please see template).

**The Single Central Record**

**18. Who is responsible for the SCR and its maintenance?**

It is the responsibility of the schools to keep a single central record (SCR) to demonstrate that they've carried out the mandatory pre-appointment checks on staff and other individuals.

## **19. What information should be held on the single central record?**

SCR should only record statutory requirements. If schools choose to have separate tabs for leavers or training etc., they must ensure that this information is updated regularly - if the tab is there, Ofsted will look at the information and will look unfavourably at incomplete/out of date information.

Schools should keep a backup copy of the SCR and ensure that it is accessible to named people in case of unplanned absence/illness.

## **20. Do we keep records for leavers on the SCR? Should the records be destroyed in line with the retention policy?**

There is no statutory requirement to keep records of leavers on the SCR. Settings may wish to keep a separate spreadsheet of leavers/training etc.

It is important from a safeguarding perspective that a list of leavers (with all their SCR information) should be retained in the light of future potential allegations against staff and volunteers and/or serious case reviews.

## **21. Do we need to add details of all agency staff to the SCR, even if they only work for one day?**

The DfE have confirmed that for supply staff, regardless of how long the person will work at the school (even if this is only for one day), the governing body are required to obtain written notification from the agency that all relevant checks have been carried out and this information has to be recorded on the single central record.

All agency staff should be added to the SCR as soon as possible – we recommend that their details are added within 1 school/working day of the agency staff member starting at the school but no later than 5 school/working days.

Settings should require all agency/supply staff to show ID when they start (ideally this should be cross checked with information that the agency has sent).

## **22. Can school governors carry out checks on the SCR?**

Yes. Safeguarding governors, the Headteacher/manager and the DSL should check the SCR and this check should always include a sample of the staff files.

## **Training**

### **23. Is there a requirement to carry out refresher Safer Recruitment Training every two or three years?**

No. It is strongly recommended that Headteachers, governing body members and managers that have responsibility for recruitment and selection attend the 1 day face-to-face or 2 half days online Safer Recruitment Training organised by Schools Human Resources. There is no longer a requirement to carry out the half-day refresher training.

All staff and governors should receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, and at least annually, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities. Contractors and Volunteers will receive appropriate training, where applicable.

The designated safeguarding lead (DSL) and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

## **Agencies, Contractors and Third Party Providers / Workers**

### **24. Can the school ask to see the original DBS certificate of a contractor or other third party working at the school in regulated activity?**

In addition to the advice under section 6.11. of the Guidance, the school should always check the identity of contractors and their staff on arrival at the school before being allowed on school premises or to come into contact with children and young people, this includes seeing the original enhanced DBS certificate. This requirement should be set out with the contractor and worker when the contractor is first engaged for the work and to ensure that the worker brings the relevant documents to the school before beginning work is clear.

If the contractor or worker is not in regulated activity and/or is working at a time when children are in school they may not be required to have an enhanced DBS check and so may not have a certificate to bring to the school. The appropriate risk assessment procedures should be adopted and schools should ensure that contractors' access to children is limited.

## **Requesting references prior to interview**

### **25. Is it a requirement to request references before interview?**

In line with KCSIE statutory guidance (see para 145), Islington recommends obtaining references for external and internal candidates before interview and before a conditional offer is made. References should be scrutinised and concerns resolved satisfactorily, obtaining references before interview will allow any concerns they raise to be explored further with the referee and taken up with the candidate at the interview. This will also reduce the possibility of schools having to withdraw an offer of appointment at a later stage where references received are deemed to be unsatisfactory.

The recruitment platform is used by most schools and Islington Council. The system gives recruiters the option of requesting the references via the platform prior to interview. There are a number of scenarios where the school may indicate 'no':

- Where the school is carrying out the recruitment process internally and will be requesting reference prior to interview directly and not via THE RECRUITMENT SYSTEM.
- Where the candidate has indicated that the referee should not be contacted prior to interview. In this scenario, the school or HR should speak to the candidate as it could be a mistake on their part. At least, the second/third referee should provide a reference prior to interview.
- Where the school makes a decision not to request references prior to interview (in this case the school should keep a record as to why this decision has been made).

### **26. How long of a period should the references cover?**

The KCSIE does not stipulate a certain period but the advice in Islington is to cover at least the last 3-5 years of most recent experience.

### **27. Who should provide references?**

Schools should ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the Headteacher/principal as accurate in respect of any disciplinary investigations).

## **28. Can we accept factual references?**

Some organisations have adopted policies of only providing factual references where a limited amount of information e.g. employment dates are disclosed. As long as this policy is clearly stated in the reference response form, schools can accept that reference.

## **29. Can we seek clarification on references?**

Schools should compare the information on the application form with that in the reference and take up any discrepancies with the candidate. Any concerns flagged within the reference should be clarified with the referee and candidate.

## **European Nationals employment checks following Brexit**

### **30. How should we carry out right to work in the UK checks for European nationals?**

How you check EU, EEA or Swiss citizens' right to work in the UK has not changed, even though the UK has left the EU. They can still use their passport or National Identity Card until 30 June 2021.

Government [guidance](#) suggests that, up to 30 June 2021, an employer that insists on seeing evidence of settled or pre-settled status risks a complaint of race discrimination.

### **31. What is the requirement for EU citizens arriving in the UK after 01 January 2021?**

From 1 January 2021, freedom of movement between the UK and EU ended and the UK introduced an immigration system that treat all applicants equally, regardless of where they come from. Anyone you want to recruit from outside the UK, excluding Irish citizens, will need to apply for permission first.

The requirements are different for each visa.

The new system will not apply to EEA or Swiss citizens you already employ in the UK. EEA and Swiss citizens living in the UK by 31 December 2020, and their family members, were able to apply to the EU Settlement Scheme.

From 1 January 2021 you'll need to have a sponsor licence to hire most workers from outside the UK.

<https://www.gov.uk/guidance/recruiting-people-from-outside-the-uk-from-1-january-2021>

## Appendix 15 - Recruitment and Selection Policy

### 1. Introduction

- 1.1 The School is committed to attracting and retaining the best talent from the widest pool. We recognise the value of diversity and actively seek talent that reflects our diverse community.
- 1.2 The purpose of this policy is to ensure that the recruitment and selection process is always conducted fairly and consistently meeting statutory obligations and good practice.
- 1.3 This policy supplements the Schools Safer Recruitment guidance and ensures compliance with relevant legislation and regulations, including the School Staffing (England) Regulations.

### 2. Scope

- 2.1 This policy applies to new and existing school-based staff.
- 2.2 It does not apply to:
  - Governors;
  - Agency workers;
  - Volunteers;
  - Apprentices (please refer to the Apprenticeship guidelines).

### 3. Key principles

- 3.1 This policy has been drawn up with reference to the relevant legislation and statutory framework.
- 3.2 Its application ensures that no prospective or current employee receives less favourable treatment on the grounds of sex, gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national origin, ethnic origin, disability, part-time status or trade union activities.
- 3.3 Schools must ensure that everything is done to deter people who may pose a risk to children and vulnerable adults from being appointed to relevant posts, this is an essential part of safeguarding. Safer recruitment practice is not just about the Disclosure & Barring Service (DBS) check. Therefore, a range of systems, processes and vetting checks need to be in place to prevent unsuitable people from working with children and young people.

### 4. Identifying a recruitment need

- 4.1 The Headteacher and Governors, through their regular review of the staffing structure, aim to identify staffing needs at an early stage. Governors and school leaders should consider all new staff appointments in the context of curriculum-led financial planning over 3 to 5 years.
- 4.2 Where a vacancy arises, the Headteacher will review the duties of the post to determine whether the nature of the job and the competencies required to do the job have changed significantly. If the decision is to regrade a post for support staff, job evaluation must be completed.
- 4.3 Where the decision is made to proceed with the appointment, the Headteacher will determine whether the post will be advertised internally or externally.
- 4.4 If the vacancy arises as a result of a restructure, please first refer to the Organisational Change Procedure. To avoid redundancies, the school will prioritise employees at risk of redundancy in advance of any external recruitment if they appear to meet the essential criteria on the person

specification for another post at the school. An external recruitment process should not commence until employees at risk of redundancy at the school have been considered for vacant roles.

- 4.5 In maintained schools, the Governing Body must notify the Local Authority in writing of any Headteacher vacancy and advertise the post as appropriate (unless it considers it has good reason not to).

## **5. Job description, person specification and job evaluation**

- 5.1 The recruitment and selection process ensures the identification of the person best suited to the job based on; the applicant's skills, abilities, qualification, experience and merit as measured against the job description and person specification.
- 5.2 The job description will describe duties and responsibilities associated with the post, while the person specification will describe the type of qualifications, training, knowledge, experience, skills, attitude, behaviours, aptitudes and competencies required for effective performance of the job and how these will be assessed from the application, at interview or through testing.
- 5.3 The job description and person specification should include the requirements and responsibility the role has for safeguarding and promoting the welfare of children and the qualities – whether that be skills, ability, experience, attitude, behaviours and training or attitude, or a mixture of these – that the person will need to fulfil that responsibility.
- 5.4 Duties and responsibilities change over time, for example with new technology, ways of working and changing services, therefore job descriptions should be reviewed before recruitment begins to confirm that the role is still accurately described.
- 5.5 Any significant changes to the role must be evaluated using the GLPC job evaluation process before the recruitment process begins. The school should consult the Local Authority and/or Human Resources Provider on pay and job evaluation matters as appropriate.
- 5.6 The GLPC job evaluation scheme is applicable to support staff posts only.

## **6. The selection panel**

- 6.1 The Headteacher will establish a selection panel at the start of the recruitment process and ensure that:
  - The panel consists of two or more people, at a higher grade to than the post being recruited to and wherever possible from a diverse background.
  - All panel members have completed the recruitment and selection and equalities training.
  - The selection panel pre-book dates for shortlisting and interviewing.
  - The same panel carries out the selection process with all shortlisted applicants.
  - The panel is only changed if a selection panel member knows/is related to someone who submits an application (unless an internal applicant applies), or if a panel member cannot attend the selection process.
  - Where the role involves working with children or vulnerable adults, panel members must adhere to safer recruitment guidance.

## **7. Advert**

- 7.1 The Safer Recruitment statement will be included for all adverts for schools.

7.2 The requirement to complete a DBS check with barred list, will be included for relevant posts. For school staff, an enhanced DBS check with children's barred list information is appropriate as the majority of staff will be engaged in regulated activity.

7.3 It is important that when writing your advert to include:

- job title
- salary grade and actual salary range per annum
- hours of work and whether the post is AYR or TTO
- start date and length of post (permanent or fixed term)
- details of the school
- the difference the post holder will make
- required qualifications
- the safeguarding responsibilities of the post as per the job description and personal specification
- how to submit an application
- closing date and time
- planned interview dates and any testing dates (where available)
- the school's commitment to safeguarding and promoting the welfare of children and that safeguarding checks will be undertaken
- Statement regarding online checks

7.4 The Safer Recruitment statement:

*XX School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare anything that may disqualify them.*

*In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.*

7.5 Protection under the Equality Act 2010 exists even before the employment relationship is formed. Therefore, it is important that the wording in recruitment adverts is not discriminatory, either directly or indirectly, on the grounds of sex, gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national origin, ethnic origin, disability, part-time status or trade union activities. For example, stating that you require a 'young, vibrant newly qualified teacher' is discriminatory on the grounds of age discrimination.

## **8. Application and shortlisting**

8.1 All applicants regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies. All appointment decisions will be based on merit.

8.2 Applications can be submitted using the Islington Council Recruitment Platform or other platform determined by the school.

8.3 If an employee at the school has been issued notice of redundancy and applies for a vacancy at the same school and meets the minimum criteria of the post, they must be interviewed before all other external and internal applicants.

## **9. Selection methods and testing**

9.1 Prospective applicants should be supplied with the job description, person specification and an application form as a minimum. All applicants must complete the application form in full; CV's must not be accepted.

9.2 Selection tests, such as psychometric tests, candidate presentations, teaching observations and in-tray exercises may be used to aid the selection process, although they should not be used in isolation. Where such tests are to be used as part of the selection process, this will be made clear in the job application pack and/or the invite to interview letter.

9.3 The appointment decision is based on merit. The selection panel is responsible for drawing up the shortlist of candidates for interview, and this should be based on an equal assessment against the criteria contained in the person specification without exception or variation.

9.4 Reasonable adjustments to the recruitment process will be made to ensure no applicant is disadvantaged because of a disability. Where a disability is declared on the application form, the candidate will be contacted for further information in order to put in place reasonable adjustments, if shortlisted for an interview.

9.5 The shortlisting process will be used to identify any anomalies, discrepancies or gaps in employment which will be explored at interview, should the candidate be shortlisted. Only fully and properly completed applications will be considered for shortlisting.

9.6 The selection panel must ensure that all applicants are asked the same questions and that responses are recorded and scored using a rating system. The selection panel will ensure that the questions focus on the attributes, behaviours and skills needed to perform the job effectively and that the questions are not in any way discriminatory or unnecessarily intrusive.

## **10. References**

10.1 In line with the KCSIE statutory guidance, it is good practice to take up references before interview, so that any discrepancies can be probed during the interview.

10.2 One reference must be from the present or most current employer and references should cover at least the last 3-5 years.

10.3 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.

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

10.5 Any concerns highlighted by a reference will be taken up with the referee, normally by telephone and then followed up in writing, and may be raised with the candidate for clarification.

10.6 As part of the appointment process for Headteachers and teachers, the school should ask previous employers for details about whether the individual has been subject to capability procedures in the previous two years.

10.7 All offers of appointment will be made dependent on receiving references satisfactory to the school.

## 11. Offer of appointment

11.1 A provisional verbal offer will normally be made in the first instance to the successful candidate. It must be explained the offer of employment will be conditional on the satisfactory completion of all pre-employment checks. Once a verbal offer has been made, this should be followed up in writing.

11.2 When offering a fixed term appointment, state the reason and duration of the appointment and follow this up in writing.

## 12. Pre-employment checks

12.1 Once the successful applicant is selected and informed, the relevant pre-employment checks must be carried out. It must be made clear to the successful candidate(s) that any offer of appointment is conditional on the satisfactory completion of the necessary pre-employment checks. These are:

- Minimum of 2 satisfactory references, cover at least the last 3-5 years. One reference must be from the current employer (internal applicants require one reference from their current line manager.)
- A further post-offer reference will be requested, seeking information on attendance and sickness records.
- Proof of identity - verification of a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Proof of address – document should be less than 3 months old.
- Proof of meeting the requirements of the Asylum and Immigration Act 1996 and the Immigration, Asylum and Nationality Act 2006 - verification of applicant's right to work in the UK.
- Health checks – anyone appointed to a post working with children must be medically fit, both physically and mentally. Employers will need to make reasonable adjustments under the Equality Act 2010, where appropriate.
- An enhanced DBS check with children barred list information. Alternatively, if the applicant has subscribed to the DBS Update Service and gives permission, the school may undertake an online update check through the DBS web page.
- Professional qualifications, if applicable. The Teachers Services' system should be used to verify any award of qualified status (QTS) and the completion of teacher induction or probation.
- Verification that a candidate to be employed as a teacher or others is not subject to a prohibition order issued by the Secretary of State, by using the [Check a teacher's record - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-teacher-record). Qualifications should be seen and checked to verify that the candidate has actually obtained them.
- Relevant checks on overseas-trained teachers - to comply with the Department for Education (DfE) advice on employing overseas-trained teachers. This gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.

- Relevant checks for applicants who have lived outside the UK - the checks should be done in the same way as for those applicants resident in the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions, using the [Check a teacher's record - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-teacher-record) available until 31 December 2020. Overseas police checks should be carried out if the applicant has lived out of the country for more than 3 months in the last 5 years, the applicant will be responsible to provide this.
- Verification that a person taking up a management position of an Independent school, including academies and free schools, as described in paragraph 128-130 of the Keeping Children Safe in Education guidance is not subject to a section 128 direction made by the Secretary of State. It also disqualifies a person from holding office as a governor in a maintained school.

12.2 It is advised that, in general, employment should not commence until all satisfactory pre-employment checks have been completed.

### **13. Post appointment induction**

13.1 Schools should be a safe environment for the children. Safeguarding should feature highly in all policies, processes, procedures and practices that are well promoted to parents, children and all staff, including temporary workers and volunteers. However, it is important not to be complacent, and an on-going culture of vigilance is required. Safer recruitment should not stop at appointment.

13.2 The purpose of the induction is to provide training, support and information to new and newly promoted employees relevant to their role, and to confirm expectations particularly with regard to conduct. The induction also provides an opportunity for any concerns to be raised by the person or their line manager, and addressed appropriately.

13.3 All new appointees must receive an appropriate induction programme, regardless of previous experience. The content and nature of the induction programme will vary according to the person's role and previous experience, and will be determined by the Headteacher in conjunction with the line manager. It will include:

- a) Policies and procedures relevant to safeguarding the welfare of learners, e.g. physical intervention;
- b) Other relevant personnel policies and procedures, e.g. Whistle Blowing, Disciplinary procedure, Code of Conduct;
- c) A clear written statement of the standards of behaviour expected within the school, e.g. Code of Conduct or staff handbook;
- d) Clear guidance on how and to whom concerns regarding child protection issues should be raised;
- e) Attendance on child protection training relevant to the job.

### **14. Data protection and record keeping**

14.1 Special care should be taken regarding all information supplied by job applicants. Data must only be collected if it is relevant to the purpose. In addition, any 'sensitive' data should only be collected where the applicant's express consent has been gained. Therefore, the school should ensure the following steps are taken:

- All information gathered is stored securely and used only for the stated purposes.
- Applications are destroyed when they are no longer needed (it is recommended that this is done after six months).

- 14.2 The interview panel should be aware that interviewees have the right to access their interview notes and therefore any opinions noted must be based on fact.
- 14.3 Candidates have the right to request feedback on the status of their application at any stage of the recruitment process.
- 14.4 The school will retain a Single Central Record detailing the recruitment and vetting checks carried out on individuals working at the school to ensure the necessary vetting has been undertaken to assess their suitability to work in the school.
- 14.5 All information relating to the Single Central Record will be kept in accordance with Data Protection principles.

## **15. Reserve Candidates**

- 15.1 Where the successful applicant is unable to take up the post, or the same post is re-advertised, the reserve candidate can be contacted within six months of the original vacancy.

## **16. Withdrawing an offer of employment**

- 16.1 If you decide to withdraw an offer of an employment for a justifiable reason, it is important to discuss this with Schools HR Adviser first so they may advise you of the possible risks and confirm that your reasons for withdrawing an offer can be justified.

## **17. Monitoring**

- 17.1 It is important to evaluate the success of the recruitment and selection process at each stage to see whether mistakes were made and whether a repetition of them can be avoided in the future.
- 17.2 Effective monitoring is essential as a key element to inform the recruitment strategy and is an important tool in fulfilling the responsibility to provide equality of opportunity to all job applicants. Data collected for monitoring should not be used for any other purposes.
- 17.3 When appointing and making decisions regarding the pay and grading of support staff in community, voluntary-controlled, community special and maintained nursery schools – governing bodies will need to be mindful of their obligations under equal pay legislation. In respect of support staff appointments, any such recommendations may have implications, for example, in respect of other staff working for the local authority.

## **18. Legislation**

- 18.1 The school is liable in law for any discriminatory actions committed by their staff in the course of their employment. This means that if the panel conducting the recruitment process does or says anything that could be construed as discriminatory; the school could be liable to pay compensation.

Anyone that is involved in recruitment on behalf of the school should be aware of their responsibilities under the relevant UK legislation and have undertaken Safer Recruitment training. There are many Acts dealing with the employment relationship that have an impact on pre-employment issues. The most significant is the Equality Act 2010.

Legislation	Protections
The Equality Act 2010	<p>makes it unlawful for employers to discriminate against job applicants because of a 'protected characteristic,'</p> <ul style="list-style-type: none"> <li>• age</li> <li>• race</li> <li>• sex</li> <li>• sexual orientation</li> <li>• pregnancy and maternity</li> <li>• disability</li> <li>• gender reassignment</li> <li>• religion or belief</li> <li>• marriage and civil partnership</li> </ul>
Data Protection Act 2018 and General Data Protection Regulation (GDPR)	sets conditions on what data an organisation can collect, store and use in the recruitment and employment process, and defines certain types of information as 'sensitive data.'
Immigration, Asylum and Nationality Act 2006.	the main Act dealing with eligibility to work in the UK, making it a criminal offence to employ someone that is not entitled to live and work in the UK.
Rehabilitation of Offenders Act 1974	legislation covering convicted offenders and the vetting and barring scheme for people working with children and vulnerable adults. Enabling some convictions to be ignored after a rehabilitation period.
Rehabilitation of Offenders 1974 (Exceptions Order) 1975 Safeguarding Vulnerable Groups Act 2006.	legislation preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work
Asylum and Immigration Act 1996 Children Act, Section 11 (2004)	outlines safe recruitment practices protecting children
Genuine Occupational Requirement (GOR)	in limited cases the Equality Act allows a job to be restricted in favour of a particular protected characteristic.
Agency Workers Regulations 2010	access to internal vacancies from day one of agency engagement.
Protection of Freedoms Act 2012	reform of the vetting and barring scheme and criminal records regime
Fluency Duty	necessary standard of spoken English in public facing roles. A person speaks "fluent English" if they have a command of spoken English that is sufficient to enable the effective performance of their role.

## 19. Types of Appointments

Type of appointment	Explanation
Permanent	placement that does not have a specific end date. The placement ends when the employee resigns from post or when it has been recognised that they are no longer able to deliver in their role.

Type of appointment	Explanation
Fixed Term	placement that has an end date, often used to cover maternity leave and time limited projects. Application and selection is the same as a permanent role. Please note, unless for genuine fixed term reason, a termination of a fixed term contract is regarded as a dismissal. Where the reason for dismissal is redundancy, employees on fixed contracts are entitled to redundancy pay if the fixed term employee has more than two years' service. This must be taken into consideration continuous service with an associated employer.
Secondment	placement where an employee (internal or external) can return to their substantive post. Application and selection are the same as Fixed Term role. The secondment agreement (contract) is written by the organisation with the vacant role. At application stage, the substantive manager must agree that the candidate if selected can leave the team on secondment and provide justification service need, length of time, etc. if agreement cannot be reached.
Acting Up	fixed term placement has an end date and is usually offered to as a development opportunity with the same team. Applications are made based on written expressions of interest to the role. Successful applicant/s are selected on merit by the manager/s of the acting up opportunity, following the selection and testing processes contained in this policy.

## Appendix 16 - Reference requests templates

### Reference Part 1 – please send together with JD/PS prior to interview

Date: xxxx

#### PERSONAL

Referee name

Referee title

Referee address

School name  
School address  
Tel:  
[Email:](#)

This matter is being dealt by  
xxxx

Dear Mr/Ms,

#### Reference for xxxx (Candidate name)

#### Post applied for xxxx

The above named person has given your name as a referee with their application for this post.

I am enclosing a copy of the job description and the person specification for this post, and I shall be grateful for your views on their suitability for this position. Please indicate your knowledge of his/her qualifications, ability to carry out the duties specified in the job description and how they meet the requirements of the person specification.

Please give your opinion as to the candidate's general character, experience and suitability for the post, plus a detailed reference identifying strengths and weaknesses on each of the essential requirements set out in the person specification, giving evidence where possible. Where appropriate, please include reference to any training and development undertaken.

As this person is applying for a post that involves working with children, please state whether you know of any reason why he/she might be considered unsuitable for the post or whether you have any concern about his or her suitability for such work. If you do know of any reason or concern, please give details.

Finally please say how long you have known this person and in what capacity. I shall be grateful if you will let me have your reply as soon as possible to help us avoid delaying the selection process. **We require a hard copy of the signed reference form on headed paper or with the organisation stamp (if an employer). We will also accept the reference request by email if on a recognised employer's email and/or facsimile, making sure that you include the headed paper or school logo on the email/facsimile copy.**

Please note that this is an open reference and details may be queried or made available to the candidate. Please return this reference request to **email xxx** or fax to **xxxx** for the attention of **xxxx** department.

Yours sincerely,

xxxxx

**Reference Form for Posts with Access and Substantial Access to Children and/or Young People**

This reference is for:	xxxx Candidate name	
Post applied for:	xxxx	
Please confirm the dates the candidate worked for you	From:	To:
Please state date of continuous local government service, if applicable		
Has the employee received redundancy payment? If yes, please could you give details and their last date of service?		
The applicant's current or most recent job title with you		
The main duties and responsibilities of the post		
Current salary (if applicable)		
The applicant's reason for leaving your employment (if applicable)		
How long have you known the applicant?		
In what capacity do you know him/her?		
Has the applicant been the subject of formal capability proceedings in the last 2 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details of the concerns which gave rise to this, the duration of the proceedings and their outcome		
Did the applicant perform his/her duties satisfactorily?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no please provide details of any areas needing improvement and any remedial action taken		

<p>Please see the job description and person specification attached and comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary)</p>	
<p>Please comment on the effectiveness of the applicant's interactions with:</p> <ul style="list-style-type: none"> <li>a) other adults</li> <li>b) children and young people</li> </ul>	
<p>Are you completely satisfied that the applicant is suitable to work with young children?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If no, please provide specific details about your concerns and the reasons for your doubts.</p>	
<p>To the best of your knowledge has the applicant ever had an allegation made against them, or been under investigation, in regard to his/her behaviour towards children?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was.</p>	

Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give full details of the nature and date(s) of the misconduct, and of the penalty or sanctions still in force.	
Has the applicant been subject to any disciplinary action relating to his/her suitability to work with children in which penalties or sanctions were imposed but have since expired?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give full details of the nature and date(s) of the misconduct, and the penalty or sanctions that were imposed.	
Would you re-employ the applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please say why	
Has a DBS check been carried out by your organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give the date of the check. Since this post is considered exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1986), it would be in order for you to reveal any information you have about any convictions received by this person. Please provide any information you have.	
Please state whether you would recommend this candidate for the post without reservation.	

This reference is provided by:	
Signature	
Position	
Organisation name	
Organisation stamp	
Date	

**We require a hard copy of the signed reference form on headed paper or with the organisation stamp (if an employer). We will also accept the reference request by email (if on a recognised employer's email and /or facsimile, making sure that you include the headed paper or school logo on the email/facsimile copy).**

Please provide information as to the suitability of this person for the post by identifying strengths and weaknesses on each of the essential requirements set out in the person specification, describing instances as evidence, if possible. Where appropriate, please include reference to any training and development undertaken.

**Additional information:**

**Reference Part 2: to be sent after offer has been made and  
Part 1 has been received prior to interview**

Date: xxxx

**PERSONAL**

Referee name

Referee title

Referee address

School name  
School address  
Tel:  
[Email:](#)

This matter is being dealt by  
xxxx

Dear

**Reference for**

The above named person has been offered the post of (insert post) and has given your name as a referee with their application.

I would be grateful if you would confirm how many days sickness absence the applicant has had in the last 24 months of their employment with you and how many incidences this amounted to.

Days absence in the last 24 months/since start date of.....	
Number of incidences:	
Reasons for Sickness Absence:	
Signed:	
Job Title:	
Date:	
Company Name/Stamp:	

If you are a Local Government Employer I would be grateful if you could also complete Appendix A overleaf.

Please note that this is an open reference and details may be queried or made available to the candidate. Please return this reference request to [xxxx \(email\)](#).

Yours Sincerely

## Appendix A

Please only complete this section if your organisation is covered by the Continuity of Employment in Local Government Modification Order 1999 (Local Government, Schools, Local Authority).

Please provide details of the applicants sick leave within the last 12 months. We will use this information when calculating entitlement to sick pay in the next 12 months.

**Reference request Combined – please send if requesting  
references after conditional offer of appointment has been made**

**Date:** xxxx

**PERSONAL**

Referee name

Referee title

Referee address

**School name**

**School address**

**Tel:**

**Email:**

**This matter is being dealt by**  
xxxx

Dear Mr/Ms,

**Reference for xxxx (Candidate name)**

**Post applied for xxxx**

The above named person has given your name as a referee with their application for this post.

I am enclosing a copy of the job description and the person specification for this post, and I shall be grateful for your views on their suitability for this position. Please indicate your knowledge of his/her qualifications, ability to carry out the duties specified in the job description and how they meet the requirements of the person specification.

Please give your opinion as to the candidate's general character, experience and suitability for the post, plus a detailed reference identifying strengths and weaknesses on each of the essential requirements set out in the person specification, giving evidence where possible. Where appropriate, please include reference to any training and development undertaken.

As this person is applying for a post that involves working with children, please state whether you know of any reason why he/she might be considered unsuitable for the post or whether you have any concern about his or her suitability for such work. If you do know of any reason or concern, please give details.

Finally please say how long you have known this person and in what capacity. I shall be grateful if you will let me have your reply as soon as possible to help us avoid delaying the selection process. **We require a hard copy of the signed reference form on headed paper or with the organisation stamp (if an employer). We will also accept the reference request by email if on a recognised employer's email and/or facsimile, making sure that you include the headed paper or school logo on the email/facsimile copy.**

Please note that this is an open reference and details may be queried or made available to the candidate. Please return this reference request to **email xxx** or fax to **xxxx** for the attention of **xxxx** department.

Yours sincerely,

xxxxx

**Reference Form for Posts with Access and Substantial Access to Children and/or Young People**

This reference is for:	xxxx Candidate name	
Post applied for:	xxxx	
Please confirm the dates the candidate worked for you	From:	To:
Please state date of continuous local government service, if applicable		
Has the employee received redundancy payment? If yes, please could you give details and their last date of service?		
The applicant's current or most recent job title with you		
The main duties and responsibilities of the post		
Current salary (if applicable)		
The applicant's reason for leaving your employment (if applicable)		
How long have you known the applicant?		
In what capacity do you know him/her?		
Has the applicant been the subject of formal capability proceedings in the last 2 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details of the concerns which gave rise to this, the duration of the proceedings and their outcome		
Did the applicant perform his/her duties satisfactorily?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no please provide details of any areas needing improvement and any remedial action taken		

<p>Please see the job description and person specification attached and comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary)</p>	
<p>Please comment on the effectiveness of the applicant's interactions with:</p> <p>a) other adults b) children and young people</p>	
<p>Are you completely satisfied that the applicant is suitable to work with young children?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If no, please provide specific details about your concerns and the reasons for your doubts.</p>	
<p>To the best of your knowledge has the applicant ever had an allegation made against them, or been under investigation, in regard to his/her behaviour towards children?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was.</p>	

Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give full details of the nature and date(s) of the misconduct, and of the penalty or sanctions still in force.	
Has the applicant been subject to any disciplinary action relating to his/her suitability to work with children in which penalties or sanctions were imposed but have since expired?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give full details of the nature and date(s) of the misconduct, and the penalty or sanctions that were imposed.	
Would you re-employ the applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please say why	
Has a DBS check been carried out by your organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give the date of the check.  Since this post is considered exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1986), it would be in order for you to reveal any information you have about any convictions received by this person. Please provide any information you have.	
Please state whether you would recommend this candidate for the post without reservation.	

This reference is provided by:	
Signature	
Position	
Organisation name	
Organisation stamp	
Date	

**We require a hard copy of the signed reference form on headed paper or with the organisation stamp (if an employer). We will also accept the reference request by email (if on a recognised employer's email and /or facsimile, making sure that you include the headed paper or school logo on the email/facsimile copy).**

Please provide information as to the suitability of this person for the post by identifying strengths and weaknesses on each of the essential requirements set out in the person specification, describing instances as evidence, if possible. Where appropriate, please include reference to any training and development undertaken.

**Additional information:**

I would be grateful if you would confirm how many days sickness absence the applicant has had in the last 24 months of their employment with you and how many incidences this amounted to.

Days absence in the last 24 months/since start date of.....	
Number of incidences:	
Reasons for Sickness Absence:	
Signed:	
Job Title:	

Date:	
Company Name/Stamp:	

If you are a Local Government Employer I would be grateful if you could also complete appendix A overleaf.

Please note that this is an open reference and details may be queried or made available to the candidate. Please return this reference request to [xxxx \(email\)](mailto:xxxx@email.com).

Yours Sincerely

## Appendix A

Please only complete this section if your organisation is covered by the Continuity of Employment in Local Government Modification Order 1999 (Local Government, Schools, Local Authority).

Please provide details of the applicants sick leave within the last 12 months. We will use this information when calculating entitlement to sick pay in the next 12 months.

## Appendix 17 - Online search for shortlisted candidates FAQs and sample templates

### 1. Why is an online search needed for shortlisted candidates?

The Keeping Children Safe in Education statutory guidance September 2024 includes a reference to conducting online searches of applicants and details the process around shortlisted candidates within section 220.

*“In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.”*

### 2. What we should be looking for?

Schools should treat the online search as part of a safeguarding check, the search is purely about whether the individual is suitable to work with children. Care must be taken to avoid unconscious bias and any risk of discrimination.

Some of the more obvious things recruiters should look for would include evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or alcohol misuse and anything that suggests they may not be suitable to work with children.

### 3. Should we inform candidates that a search will be completed on them?

Yes, it is recommended that candidates are informed regarding an online search in at least 3 ways:

- ✓ Schools should clearly state in their website (safeguarding area) and vacancy area that in line with KCSIE 2024 an online search will be conducted for shortlisted candidates.
- ✓ A statement should be made available within the advert and information pack for the role. Sample statement:

***In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.***

- ✓ Notification regarding the online search is included in the interview invitation letter and candidates are asked for their online platform usernames/alias

#### Interview invite - sample text and form to be added regarding online searches

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and the search is purely about a candidate's suitability to work with children.

The online search is done on publicly available information and care will be taken to avoid unconscious bias and discrimination. Therefore, only information relating to suitability to work with children will be disclosed to the selection panel.

To ensure we are searching for the right person, please share all your correct information

Online platforms checked	Names/alias/usernames
Search engine e.g. google	
Linked In	
Facebook	
Instagram	
Twitter	
TikTok	
YouTube	
Other media (please specify)	
Is there anything you would like to disclose prior to the interview in regards to your online presence?	

Once completed, please email the information to ..... by .....

**4. Do we need specific consent from candidates to conduct the search?**

No, the search should only be done on publicly available data.

**5. How do we get the candidate's alias and usernames to ensure we search for the correct person?**

A sample form is available in section 3.3 above.

**6. How do we know which platforms the candidates are on?**

Candidates are invited to disclose the platforms they are on within the sample form available in section 3.3 above.

**7. What to search for?**

Publicly available information and information relating to suitability to work with children.

**8. When to do the search?**

The online search should be completed between shortlisting and interview stage and once a candidate has confirmed their attendance to interview. Information should be made available

to the selection panel so any concerns are discussed with the candidate during the interview process.

## **9. Who undertakes the search?**

To minimise the risk of discrimination, it would be sensible for the online review to be carried out by someone not directly involved in the recruitment process and for that person to feed into the process only information that impacts safeguarding or reputation.

This should avoid any risk of irrelevant information such as age, gender or race being passed on.

## **10. How long does it typically take to conduct the online search?**

Typically, around 15-20 min per candidate though a candidate with a strong online presence may take longer. This step in the recruitment process should be built within the recruitment timeline.

## **11. Who speaks with the candidate if there are concerns?**

Any concerns are discussed with a candidate at the end of their interview.

## **12. How many years back should the search cover?**

There is no clear guidance on how long back schools should search information for. The emphasis is on how relevant the information is in regards to the candidate's suitability to work with children.

It will be helpful for schools to understand the incident that prompted the DfE to look to include that "should" within the updated KCSIE guidance. This also relates to the question on how far back the search should cover.

We understand that some years ago there was a teaching assistant from abroad that was employed by a school in the UK. The school had completed the necessary criminal records checks. However, the law in the specific country stated that if a person under the age of 18 commits an offence, the offence is removed from their criminal record after 10 years. This individual had committed a very serious offence involving a small child, but because they were under 18 and applied for the job in the UK after 10 years their criminal record was clear, and the school was not made aware of this issue. While the school did not do anything wrong, an internet search would have revealed this information.

## **13. How to record to information found via the online search?**

A sample template has been provided at the end of the online search for shortlisted candidates FAQs. Schools can adapt that to suit their needs.

## **14. What to do with the information?**

Treat it in the same way as you would any other information relevant to the recruitment process, such as that contained in the application form, the DBS certificate and the references: review it and, if appropriate, allow the candidate to address any concerns you have.

**15. Do we need to do retrospective searches for current staff or staff appointed before the regulations came into force?**

No. Schools, however, do have a choice to conduct a retrospective search on staff starting in September 2024 so they can fully establish their practice for online searches.

**16. Do we keep the search information on the personnel file for the successful candidate?**

Yes.

**17. Do I need to keep the information on the unsuccessful candidates?**

Treat the information as any other for unsuccessful candidate.

## Online search sample template

<b>Candidate name:</b>	
<b>Online search completed by (name, job title):</b>	
<b>Date of check:</b>	

<b>Online platforms checked</b>	<b>Names/alias/usernames searched</b>	<b>Relevant search results/ comments</b>
Search engine e.g. google		
Linked In		
Facebook		
Instagram		
Twitter		
TikTok		
YouTube		
<b>Other media (please specify)</b>		

<b>Any disclosures from the candidate regarding their online presence</b>	
<b>Concerns identified</b>	
<b>Discussions with candidate regarding concerns</b>	
<b>Further comments</b>	
<b>Discussion conducted by</b>	
<b>Date of discussion</b>	

## Appendix 18 - Recruitment and selection checklist

COVID adjustments shown in yellow (adapted for Islington from Safer Recruitment Consortium)

Planning	Initials	Date
<p><b>Review the role:</b></p> <ul style="list-style-type: none"> <li>• Review the role and consider do you actually need it and if yes, what do you expect the new postholder to do</li> <li>• Agree on reporting lines and any staff management responsibilities</li> <li>• Decide on type of person you require and key qualities you seek</li> <li>• Review the Job Description and Person Specification <ul style="list-style-type: none"> <li>➢ ensure there are specific points with a reference to safeguarding within both the JD and PS</li> <li>➢ keep the PS within 15 points (ideally)</li> <li>➢ if JD has been updated, please ensure this is evaluated by your HR provider</li> </ul> </li> <li>• Review advert and adapt to the role/type of person you seek <ul style="list-style-type: none"> <li>➢ Ensure advert has a safeguarding statement</li> <li>➢ Be clear in the advert about the terms and conditions for the role</li> </ul> </li> <li>• Update the job information pack: <ul style="list-style-type: none"> <li>➢ include your commitment to safeguarding within 'About us section' or refer candidates to the safeguarding section within your website</li> <li>➢ add information that references will be sought prior to interview</li> <li>➢ if you decide to conduct online search for shortlisted candidates, state that this will be done and that shortlisted candidates will be contacted to ask which platforms they are on and their aliases</li> <li>➢ confirm that CVs will not be accepted</li> </ul> </li> </ul>		
<p><b>Planning the recruitment campaign</b></p> <ul style="list-style-type: none"> <li>• Agree on a timetable for the campaign</li> <li>• Book dates in diaries – for shortlisting, interviews and visits (including rooms for selection process)</li> <li>• Allow at least 2 weeks for advert to be live</li> <li>• Allow at least a week between shortlisting and interview to give you enough time to request references prior to interview</li> <li>• Allow around 2 weeks for pre-employment process</li> <li>• Consider appropriate notice period</li> </ul>		
Pre-shortlist	Initials	Date
<p><b>Vacancy advertised</b> – advertisement includes reference to safeguarding policy; that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked</p>		
<p><b>School visits</b> – agree on suitable dates, who is conducting the visits</p>		
<p><b>Applications on receipt</b> – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting</p>		
<p><b>Reject any CV submissions</b> and ask the candidates to apply by completing an application form</p>		

<b>Interview Panel</b> – should be briefed and at least 1 member suitability trained in safer recruitment		
<b>Shortlisting and pre-interview</b>	<b>Initials</b>	<b>Date</b>
<b>Shortlisting</b> <ul style="list-style-type: none"> <li>• Review application forms, identify gaps, inconsistencies</li> <li>• Score applications consistently</li> <li>• Any information from school visits</li> </ul>		
<b>Invitation to interview</b> – includes all relevant information and instructions		
<b>Criminal record self disclosure</b> – check if any of the shortlisted candidates has indicated they have a criminal conviction and explore the nature with the candidate (if not filtered). Can be done via: <ul style="list-style-type: none"> <li>• Phone call to the candidate – raise their attention to the filtering rules and spent / unspent and signposts to impartial advice (<a href="https://www.nacro.org.uk/">https://www.nacro.org.uk/</a> or <a href="https://www.gov.uk/government/publications/dbs-filtering-guidance">https://www.gov.uk/government/publications/dbs-filtering-guidance</a>)</li> <li>• Via email and as part of the interview invite with explanation or links to filtering rules and spent / unspent and signposts to impartial advice (<a href="https://www.nacro.org.uk/">https://www.nacro.org.uk/</a> or <a href="https://www.gov.uk/government/publications/dbs-filtering-guidance">https://www.gov.uk/government/publications/dbs-filtering-guidance</a>) - sent to shortlisted candidate/s and to be returned prior to interview date</li> </ul>		
<b>Interview arrangements</b> – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards. At least 1 panel member should be trained on Safer Recruitment		
<b>Online candidate check on all shortlisted candidates</b>		
<b>When to send reference requests?</b> <ul style="list-style-type: none"> <li>• Best practice is to seek references prior to interview</li> <li>• Ensure candidates have been notified that references will be sought for them</li> <li>• Send the reference request after a candidate has confirmed their attendance to interview</li> </ul>		
<b>Reference – seeking</b> <ul style="list-style-type: none"> <li>• sought directly from referee on shortlisted candidates</li> <li>• ask recommended specific questions; including reason for leaving and any previous safeguarding allegations / disciplinary action (standard template will include those questions specifically)</li> <li>• seek an alternative referee if referees provided are unsuitable or if a candidate has indicated their referees should not be contacted prior to offer</li> <li>• references to cover at least 3-5 years from most recent employment/s</li> </ul>		
<b>Who should be the referee?</b> <ul style="list-style-type: none"> <li>• At least 1 of the referees should be the current Headteacher (if candidate is employed by a school)</li> <li>• Ensure referee emails are from a recognised organisation</li> <li>• References should cover at least 3-5 years of most recent employment</li> <li>• Personal references are not accepted</li> <li>• Avoid accepting open references</li> </ul>		
<b>Reference templates:</b> Use correct reference request templates and attach the JD/PS to the request: <ul style="list-style-type: none"> <li>• Reference Request Part 1 – sent prior to interview</li> </ul>		

<ul style="list-style-type: none"> <li>• Reference Request Part 2 – follow up reference for the successful candidate after you have received Part 1</li> <li>• Reference Request Combined - if references are requested after conditional offer is made, then send out the combined template only</li> </ul>		
<b>Reference scrutinising</b>		
<ul style="list-style-type: none"> <li>• On receipt references should be checked against information on application; ensure referee has appropriate authority, scrutinise</li> <li>• Any discrepancy/issue of concern to be noted and take them up with referee and/or applicant</li> <li>• Record any follow up discussions</li> <li>• Be weary of 'open' references</li> </ul>		
<b>Selection process and interview</b>	<b>Initials</b>	<b>Date</b>
<b>Alongside interviews, use a variety of tools as part of the selection process (the below lists some sample activities):</b>		
<ul style="list-style-type: none"> <li>• role-plays</li> <li>• presentations</li> <li>• group exercises</li> <li>• written exercises</li> <li>• aptitude/ability tests</li> <li>• personality questionnaires</li> <li>• peer on peer interviews</li> <li>• interviews with children</li> </ul>		
<b>Interview</b> – explores applicant's suitability for work with children as well as suitability for the requirements of the post.		
<b>Interview questions</b> – have a set of questions for all candidate but also add candidate specific questions and probe any gaps or discrepancies		
<b>Any self-disclosed criminal history or issues of suitability</b> – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary		
<b>Online checks in line with KCSIE 2024</b>		
<ul style="list-style-type: none"> <li>• If online checks have been done prior to interview, discuss anything that has come up from that search</li> <li>• If you choose to do the online checks as part of the pre-employment process, add an additional interview question '<b><i>In line with KCSIE 2024 schools are advised to do an online check for candidates. What platforms are you on and if we did a search on you what would we find?</i></b>'</li> </ul>		
<b>Pre-employment checks</b>	<b>Initials</b>	<b>Date</b>
<b>Identity &amp; right to work</b> – original documents verified on day of interview <b>OR (for remote recruitment)</b> scanned originals seen by school & date scan was received should be recorded here		
<b>Birth certificate</b> – is seen wherever possible, in order to identify whether a person has changed their name		
<b>Qualifications</b> of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file <b>OR (remote recruitment)</b> scanned originals seen by school & date scan received should be recorded here		
<b>Conditional offer of appointment</b> – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and consideration of a probationary period.		

<b>References</b> - receive and check (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. <u>Content confirmed with the referee and electronic references are verified as from a legitimate source.</u>		
<b>Identity &amp; Qualifications</b> (If that could not be verified at interview) If recruitment process was remote, the originals must be seen in school on or before start date & the date seen should be recorded here		
<b>Evidence of right to work in the UK</b> – refer to <a href="https://www.gov.uk/legal-right-work-uk">https://www.gov.uk/legal-right-work-uk</a> for guidance. If recruitment process was remote, originals must be seen on or before start date & the date seen recorded here		
<b>DBS Certificate</b> – Apply for relevant level of DBS, which will be sent back to the applicant. Applicant should then present the original certificate to the recruiting manager. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. Any disclosed information relevant to suitability should be compared with the self-disclosure.  For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained. If recruitment process was remote, a scanned copy of the ID and DBS certificate can be used to check status on the update service but originals must be seen on or before start date & cross-referenced with details on scanned docs.		
<b>Barred list check</b> – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf</a> ).		
<b>Qualified Teacher Status (QTS)</b> – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE Teaching Certificate		
<b>Prohibition</b> – (for teaching posts) the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions		
<b>Prohibition from management</b> (independent/free schools/academies and maintained school governors) – anyone appointed to a management position is not barred from management by the Secretary of State		
<b>Health</b> – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.		
<b>Disqualification from childcare</b> – (for relevant posts only) go to <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006</a> for more guidance on who is bound by the disqualification rules.		
<b>Certificate of good conduct – applies when schools are employing individuals who have lived or worked outside the UK for more than 3 months in the last 5 years</b> – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. Further guidance on overseas criminal checks can be found here: <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a>		

<p><b>Letter of professional standing</b> - Where a teacher has lived outside of the UK for 12 months or more (whether continuously or in total) in the past 10 years, while aged 18 or over, they will be required to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they have worked</p>		
Appointment and probationary period	Initials	Date
<p><b>Induction</b> – include the following:</p> <ul style="list-style-type: none"> <li>- Appropriate level of safeguarding and child protection training</li> <li>- Name and how to contact the DSL</li> <li>- Online safety &amp; acceptable use agreement</li> <li>- Whistleblowing</li> <li>- Pupil behaviour policy</li> <li>- Safe working practice / staff code of conduct</li> <li>- Health &amp; Safety in the workplace</li> <li>- Setting emergency evacuation procedures</li> <li>- Any other relevant CPD</li> </ul>		

## Appendix 19 - Key Stages within recruitment process

<b>STAGE 1 - Advertisement</b>		
<b>Action</b>	<b>People responsible</b>	<b>Timeline</b>
To create adverts and email advert, JD/PS and/or information pack to <a href="mailto:schoolsrecruitment@islington.gov.uk">schoolsrecruitment@islington.gov.uk</a>	School	
Adverts to be posted on relevant channels	Schools HR	Within 48 hours

<b>STAGE 2 - Shortlisting</b>		
<b>Action</b>	<b>People responsible</b>	<b>Timeline</b>
Shortlisting	School	
Arranging interviews	School	
Online search	School	
Reference Request	School	

<b>STAGE 3 - Successful Applicants</b>		
<b>Action</b>	<b>People responsible</b>	<b>Timeline</b>
Offer letter	School	
DBS application and pre-employment checks	School	

<b>STAGE 4a - Contract</b>		
<b>Action</b>	<b>People responsible</b>	<b>Timeline</b>
Send completed applicant file and starter form to <a href="mailto:schoolspayroll@islington.gov.uk">schoolspayroll@islington.gov.uk</a>	School	
Employment contract creation	Operations Team (if school buys into Islington Payroll services)	

<b>STAGE 4b - Contract</b>		
<b>Action</b>	<b>People responsible</b>	<b>Timeline</b>
Contract shared with new starter	School	

To obtain more information on the Safer Recruitment guidance, please contact:

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