

Safer Recruitment Policy



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Policy Review Schedule

Policy	OLT Safer Recruitment Policy
Review schedule	Annual
Statutory Policy	Yes
Policy owner	CEO
Lead Reviewer	DCS
Approver and date of last approval	CEO, 06/10/2026
Key review dates	Changes made
April 2021	Reviewed by external HR consultant (HR for Schools), approved by CEO
June 2022	Amended in light of changes to KCSIE
November 2022	Section on online searches added
June 2023	Procedure for online searches updated. Policy cross referenced with KCSIE 2023 and specific reference added to retaining documents in HR files (documents used to verify identity, right to work and required qualifications)
July 2023	Updated with additional question into form in appendix 2 (on time spent overseas), with a refreshed Employee Personnel Checklist at appendix 3, and with minor updates to risk assessment form at appendix 4
June 2024	Appendix 3 updated with the latest OLT HR File Checklist
November 2025	Reviewed and updated in line with KCSiE 2025 and the 2025 model policy on The Key. Reviewed in response to TPA external safeguarding audit recommendations (Summer 2025) for the staff self-declaration form at Appendix 2. Updates made to the OLT HR File Checklist in Appendix 3 to align with updated training certificate record keeping processes at the schools. Updated DBS Risk Assessment Checklist at Appendix 4.
October 2026	Updates made in line with KCSiE 2026 to include all refs to the new legislation, updates to regulated activity definition and to volunteer section wrt barred list checks as a result of updated definition, updates to the appendices including Reference Request Form, and DBS RA form.
<i>Next review in October 2027</i>	

1. Introduction

- 1.1 The Trust believes effective recruitment and choice are of paramount importance to recruit staff with the necessary skills and attributes to enable the Trust to fulfil its statutory responsibilities. It is also the first step to safeguarding and promoting the welfare of our pupils. Moreover, the Trust expects all staff as well as its Members, Trustees, Local Governors, and volunteers to share this commitment.
- 1.2 This policy sets out procedures and practices that are to be followed for the safe recruitment of all staff. A copy is available for staff and parents from all school offices.
- 1.3 All staff, Members, Trustees, Local Governors and volunteers will be subject to the appropriate level of pre-appointment checks for the role including enhanced DBS checks

where required, and those engaged in regulated activity will be checked against the children's barred list. It is imperative that the school fosters a culture of safe recruitment from the start of the process to the end, to ensure that it deters, rejects and identifies people who may pose a risk to our pupils. This policy is written with reference to Keeping Children Safe in Education as updated from time to time by the DfE.

1.4 The Trust is committed to the fair treatment of the staff we employ, regardless of sex, race, gender, religion or belief, gender reassignment, age, offending background, pregnancy and maternity, marriage or civil partnership. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, competence, qualifications, experience and professional achievements.

1.5 Throughout this policy reference is made to '**regulated activity**', which means a person who

A. On a frequent basis (i.e. for more than 3 days in any period of 30 days or overnight):

➤ Carries out paid work in a school or college, where the work provides an opportunity for contact with children; OR

➤ As a result of their work or volunteering:

- Is responsible in a school or college, for teaching, training, instructing, caring for or supervising children, providing guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children

B: Regardless of frequency:

➤ Engages in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

AND/OR

C: Frequently, or for more than three days in a 30-day period, or overnight:

➤ provides teaching, training, instruction, or care or supervision to a child on a work experience placement or activity.

2. Scope

2.1 The Safer Recruitment Policy will apply to the appointment of all roles within the schools including internal appointments, acting-up / interim arrangements across all areas of the school.

2.2 There are times when it is necessary for short-term acting up or interim temporary appointments to be put in place where it would be to the Trust's detriment or that of its pupils if such arrangements were not actioned immediately.

3. Aims

3.1 The purpose of this policy is to:

- Attract the best possible applicants to apply for vacancies.
- Make safeguarding of paramount importance throughout all stages of the recruitment, selection and induction / on boarding process.
- Promote and safeguard the welfare of our pupils.

- Follow current legislation and guidance.
- Ensure a transparent, fair and objective recruitment process.
- Select appropriate and cost-effective advertising methods.
- Recruit staff with the appropriate skills, competencies, qualifications, achievements and experience in order to meet the Trust's current and future needs.
- Ensure that staff appointed to posts are appropriately qualified to carry out the duties and responsibilities of the post.
- Develop and enhance the public image and reputation of the Trust, both as an employer and as a provider of high-quality education for pupils.

4. Principles

4.1 The Trust aims to select and appoint the best people for the job and develop staff to perform to the highest professional standards. The following principles will be adhered to at all times:

- a) All those involved within the recruitment process must follow the policy and procedure and act in a manner that is both fair and reasonable and in line with equality legislation and the policies on equality and diversity.
- b) The recruitment process will have a strong focus on the safeguarding of pupils and ensuring that all staff are safe.
- c) Recruitment decisions must not be taken by one individual. This must involve a panel of at least two people for shortlisting, assessment and interviewing.
- d) Anyone involved in the recruitment and selection process who has a relationship which may affect their ability to be impartial, must declare this to the CEO. A decision will be made and copiously documented as to whether or not it is appropriate for this person to continue to participate in the recruitment and selection process. This will not necessarily mean that the panel member can no longer be involved in the process.
- e) Training is provided for those involved in recruitment and selection decisions. We will ensure that at least one member of the shortlisting and recruitment panel has undertaken Safer Recruitment Training. Safer Recruitment training should be refreshed regularly and in line with updated advice from Government and changes in legislation.
- f) All candidates must complete the appropriate application form in full. For the purposes of staff recruitment, the Trust does not accept CVs.
- g) All information on application forms must be treated as confidential, in accordance with UK General Data Protection Regulation (UK GDPR)¹ and access is restricted to those involved directly in the recruitment process and its administration.
- h) Interviews and assessment exercises must be conducted in a fair and consistent manner and be structured and be systematic to ensure that the questions asked relate to the experience, achievements, competences, skills and qualifications outlined in the person specification. Information obtained in the course of the recruitment and selection process which may include information of a sensitive or personal nature will be kept secure.
- i) The recruitment process and decisions arising from it must be documented. All recruiting managers and panel members must therefore ensure that they maintain adequate and appropriate records; either written or electronic. Once the process has been completed documentation will be held on the personal file of the successful candidate, and within the Trust for a period of 12 months for all other applicants. Evidence of the decision making, and judgements must be recorded to defend any allegations of discrimination.
- j) Offers of appointment must be conditional and subject to the receipt of appropriate

¹ The EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020

references, checks and clearances being obtained. These must not be confirmed until recruitment assessment has been completed to the satisfaction of the recruitment panel.

5. Safer Recruitment and Selection Procedure

5.1 Advertising and Inviting Applications

When advertising roles, we will make clear:

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

All advertisements for posts and job descriptions will include the statement:

'The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted applicants will undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'

Prospective applicants are supplied with the following:

- Application Form.
- DBS enhanced disclosure requirement.
- School Information.
- Recruitment timeline.
- Job Description and Person Specification.

All prospective applicants must complete an application form in full. Incomplete application forms may be rejected at the shortlisting stage. Our application forms will include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity) and will also include a copy of, or link to, our child protection and safeguarding policy and our safer recruitment policy

Person specifications will state that evidence of working within a child protection culture and promotion of a safeguarding culture is essential. Person specifications will identify essential and desirable criteria which will be used in full or part for shortlisting, allocating points per candidate for each criterion, firstly essential criteria then desirable. The criteria for selection must be based on the relevant knowledge, competences, skills and experience required in order to carry out the role as described in the job description and person specification.

Prospective candidates will be directed to the School Websites to familiarise themselves with the culture and values of the school as well as important information about the Trust such as:

- Safer Recruitment Policy.

- Safeguarding and Child Protection Policy
- Any other relevant policies.

5.2 Shortlisting

Shortlisting should be carried out by at least two people and selection must be based only on the criteria identified in the person specification. Each candidate will be firstly checked against the 'Essential' criteria'. If a large number of candidates meet the essential criteria, then the selection panel may consider the desirable criteria in order to establish a shortlist.

Each criterion as identified and chosen for shortlisting will be scored against each candidate and those with the highest score will be invited for interview and assessment. Reserved candidates may also be identified in case shortlisted candidates withdraw.

Each applicant will be judged against the criteria in a consistent manner without discrimination. Records should be kept of the shortlisting process and will include reasons why it was felt that some candidates did not meet the criteria. This information will be kept for feedback and for a period of 12 months, to maintain written evidence of the decision in case of a legal challenge or complaint.

Wherever practicable short-listing the candidates for interview should be undertaken by the same panel of people who will be involved in the interviews and assessment for consistency throughout the process.

There is no automatic right for internal applicants to be shortlisted. However, if they are not shortlisted, then the line manager will provide feedback to those individual applicants.

It is acceptable to shortlist only one candidate where that candidate alone has met the shortlisting criteria. However, in such circumstances it might be appropriate to re-advertise in order to obtain a wider choice of candidates.

All shortlisted applicants will be told if their application has been unsuccessful.

Any child protection screening for applicants which is appropriate to the post, including checks with past employers and the Disclosure and Barring Service will not take place until an applicant has been shortlisted.

Once we have shortlisted candidates, we will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we may ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Shortlisted candidates will also be asked to sign a declaration confirming the information they have provided is true.

In addition, we will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

5.3 References

References will be sought directly from referees for all short-listed candidates, wherever possible including internal ones before interviews using the Trust agreed format (**Appendix 1**). Open references for example in the form of '*to whom it may concern*' and testimonials will never be accepted.

References form an important part of the process and should be scrutinised for any inconsistencies against the application form. If a candidate for a teaching post is not currently employed as a teacher, the Trust will confirm with the school or college at which they were most recently employed, for details of their employment and their reasons for leaving. For the purposes of safeguarding, the Trust will apply this to applications for all staff roles.

Therefore, applicants who have previously worked in schools (*despite this not being one of their last two employers*) will be advised that the Trust will contact the last school previously worked at, for a reference. For teachers, one should be from the Headteacher / Principal or someone with the appropriate authority from their most recent school or college. Two written references are required from the candidate's present or most recent employer (*paid work*). A reference from a work colleague will not be accepted.

Where electronic references are received, we will check to ensure they originate from a legitimate source. If necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies or follow up a delay or hasten the process.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate or if there are concerns, for example if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form.

All references received must confirm that there are no safeguarding concerns.

Where necessary, previous employers who have not been named as referees will be contacted. Any discrepancies should be taken up with the candidate.

Referees will always be asked specific questions about:

- Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post including information obtained from the Department for Education's Check a Teacher's Record service online
- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.

- The candidate's suitability for the post.

Trust employees are entitled to see and receive, if requested, copies of their employment references provided by past employers.

When a reference has failed to arrive prior to the interview process this can cause bias when other references for others have arrived. Good practice suggests that references that have been received are withheld from the panel and used only to confirm the judgement of the panel.

If the panel concludes that the references are unsatisfactory and as such the conditions of the offer letter have not been satisfied, the Trust can withdraw the offer of employment.

5.4 The Selection Process and Appointing Candidates

Questions and assessment exercises (*e.g micro teach addressed to the panel or group / class of pupils*) will be decided in advance. The invitation for interview will contain the nature and format of any assessment exercises. If other members of staff act as assessors to these assessment exercises, they will provide feedback to the panel prior to the interview.

Candidates will always be required:

- To explain satisfactorily any gaps in employment.
- To explain to a satisfactory conclusion any anomalies or discrepancies in the information available to recruiters.
- To declare any information that is likely to appear on an enhanced DBS enhanced disclosure.
- To discuss any safeguarding-relevant matters or other suitability issues identified from publicly available online information
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

Each panel member will score the response to each interview question and the feedback from the exercises / micro teach and these are aggregated at the end of the interview. It is bad practice to alter points as the process progresses.

Questions should be competence-based and should not be leading questions or be in a "what if" structure, known as scenarios.

All application information will be kept on record for 12 months following the interview for the unsuccessful candidates.

All offers of employment must be made by a member of the panel. A verbal offer is legally binding; therefore, all offers of appointment must be subsequently made in writing and subject to the necessary conditions.

It is at the discretion of the Trust to decide on the pay point to appoint teachers. This is done in accordance with the Trust's Pay Policy. For support staff it is usual for newly appointed staff to be placed on the minimum point on the Trust salary scale or the nearest point within the grade that reflects their current salary. Exceptions are permitted where this can be justified, and the CEO provides approval.

All unsuccessful shortlisted candidates should be informed of the outcome of their application and offered the opportunity for feedback, which should not be immediate, but ideally arranged a few days later.

There are times when candidates complain about the decision that has been made or some part of the recruitment and selection process. Where that complainant is a member of staff, they should contact the panel in the first instance to try and resolve the matter informally. If this doesn't resolve matters, the member of staff can, if they wish, raise any complaint under the Staff Grievance Policy and Procedure. For candidates who are not school employees and raise a complaint, this will be dealt with by correspondence.

5.5 Employment Checks

Once shortlisted, staff are required to complete a Staff Suitability Declaration form (**Appendix 2**). The following are checks which are required by law before employment commences:

a. Identity: important to verifying the successful applicant's identity by reference to original documents. Candidates invited to interview should be asked to bring with them the necessary documents to verify their identity that will satisfy the requirements of the DBS in respect of the application for a disclosure.

Identity checks are made against an official document such as a passport, a driving licence, or a birth / marriage certificate or adoption documentation. Photographic identity is required. In addition to this, we confirm the home address by requesting a form of official documentation (from different sources), e.g. a utility bill, bank statement.

b. Online searches: The Trust may carry out an online search as part of its due diligence and safer recruitment procedure for shortlisted candidates; to help identify any incidents or issue that are publicly available online and may need to be explored at interview. Shortlisted candidates will be informed that these checks may be carried out. The Trust may ~~will~~ use "Verifile" to undertake the search. Any search will be limited to publicly available information relevant to the candidate's suitability to work with children. All information provided by shortlisted candidates will be treated in the strictest confidence and with due regard to data protection legislation.

The following procedure will be followed when conducting a social media check for successful candidates:

- Social media searches will be completed for all successful candidates by Verifile.
- The report from Verifile will be cross referenced with the information provided by the candidates on their self-disclosure form (completed prior to interview).
- The search period covered will be dictated by the age of the applicant – it may involve a longer period (but will look back to 2000 as a maximum).
- The searches are primarily concerned with any evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or alcohol misuse and anything that suggests the applicant may not be suitable to work with children.
- The results will not be obtained until a successful candidate is appointed so there is no potential for bias on the part of the shortlisting panel.

- Shortlisted candidates will be asked to complete a self-disclosure form prior to interview (Appendix 2). The results from the Verifile report will be triangulated with the self-disclosure form and any discrepancies or non-disclosures on the form or at interview stage will be followed up on by the school. Offers of employment may be withdrawn if such discrepancies and anomalies are identified.
- The school will seek immediate advice from the CEO/DCEO/DCS if there are any areas of concern. The CEO/DCEO/DCS may take legal advice (if needed).
- Search data will be held in accordance with the Trust's data retention schedule. All results will be stored securely (as per UK GDPR) and treated in the strictest confidence.

c. Eligibility to work in the UK: it is an offence to employ someone who is not eligible to work in the UK so proof of eligibility must be checked before the offer of employment is confirmed. More detailed information is available via right to work guidance on gov.uk: [Right to work checks: an employer's guide - GOV.UK](#)

d. Qualifications: the successful applicant is required to provide original certificates or diplomas for all their academic, professional or vocational qualifications, plus any others that are relevant to the post. The documents should be checked to ensure that they refer to the applicant and, if necessary, these can be verified with the awarding body.

e. Prohibition All those appointed to undertake 'teaching work' must be checked against the prohibition list and interim prohibition list before commencing in post. Trusts can check these lists via the Department for Education's Check a Teacher's Record service online. 'Teaching work' includes qualified / unqualified teachers and HLTAs but not teaching assistants – see *Keeping children safe in education* for more information. When recruiting teachers, it is important to also check the Department for Education's Check a Teacher's Record service online for any prohibition, sanction, or restriction relevant to the role.

f. Prohibition from participation in management – anyone appointed to a management position or Board Member must be checked to ensure they have not been barred from management by the Secretary of State. This check will usually be done as part of their enhanced DBS (*the DBS must state that the person is in management on the DBS application*). The Trust will check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the Secretary of State. Management positions (for employees) are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers/principals.

g. DBS barred list: under the Protection of Freedoms Act 2012 Trusts have a legal duty to check that any person being appointed to work in **regulated activity** is **NOT** barred from working with children or – where applicable – working with vulnerable adults.

h. DBS certificate: the successful applicant should be asked to complete an application for an enhanced DBS certificate and produce the required supporting documentation straight away. Everybody employed to work in a school is required by law to undertake an enhanced disclosure.

In the circumstance where a DBS check contains any disclosures (*convictions, cautions, reprimands and warnings*) and the panel decides to appoint the candidate, the recruitment panel must record the reasons for not treating the conviction information as a reason not to

appoint and retain a note of the reasons, including details of any advice sought and obtained, on the successful candidate's staff file. It is recommended that the panel seek HR advice. Please see **Appendix 4** for the DBS risk assessment checklist to use in these cases

i. DBS portability: Individuals can join the DBS Update Service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue (*an annual fee applies for applicants using this service*). This allows for the portability of certificates across employers.

However, if the DBS certificate being presented is more than 3 years old the Trust will request a new DBS certificate.

j. Childcare Disqualification

Where required by the relevant legislation: We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

New employees (including peripatetic, agency staff and trainees on work experience) plus volunteers will be entered on the Single Central Register (SCR) and the following will be completed with the date and initials of the person entering the details:

- Full name.
- Date of birth.
- Start date.
- ID check.
- Barring List check.
- Prohibition from Teaching check, and s128 check where required.
- Enhanced DBS number and date of issue.
- Qualifications.
- 2 reference checks (in line with Section 5.3 of this policy).
- Right to work in UK check.
- Further checks on people living or working outside the UK.

New staff will have a checklist in their personnel file which contains further detail on the above (**Appendix 3**). Copies of the documents used to verify the successful candidate's identity, right to work and required qualifications will be kept in staff HR/Personnel files – as per KCSIE 2026).

5.6 Verification of qualifications and documents

In order to verify qualifications and other documents candidates are asked to provide originals and not photocopies and, in the case of UK trained teachers their Teacher Reference Number. (TRN)

Qualifications for overseas candidates must be equivalent to UK trained teachers and will be checked using UK ENIC managed Statements of Comparability and UK Qualification

Reference Statements. These form part of the UK ENIC function, so reports will be issued by UK ENIC.

5.7 Overseas Checks

All elements of the recruitment process should be applied to applicants from overseas in the same way as applicant's resident in the UK. The DBS can only provide information that is held by police forces in the UK. That may include details of offences committed abroad by UK citizens or residents, but almost invariably will not include details of any offences committed abroad by foreign nationals who have never lived or worked in the UK.

Under KCSIE 2026 there is no requirement for a school to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked:

- In a school in England, in a post: which brought the person regularly into contact with children or young persons;
- Or to which the person was appointed on or after 12 May 2006 and which did not bring the person regularly into contact with children or young persons.

Where an applicant has lived or worked overseas, the Trust will after a risk assessment and where possible, consider what further checks are appropriate and may request a check of the applicant's criminal record or equivalent information from the relevant authority in that country.

The Trust will check evidence from the person's country of origin and countries where they have lived before an appointment is made. We will use the Home Office updated guides to see what checks are available from different countries. If a criminal check is not available, we will obtain more references and seek an Embassy check. A UK national returning after working in a foreign country will be asked to obtain a certificate of good conduct or equivalent from the country in question. If it is not possible to obtain the further checks above, in some circumstances, the Trust may choose to seek extra references.

Not all countries provide that service, but the DirectGov website now includes a list of those countries that do and details of how information can be obtained from other countries, at:

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

Otherwise, an overseas applicant can obtain a letter of professional standing from the organisation responsible for regulating teachers in the country in which they were trained. Staff should also be aware that they would have to arrange for information returned from overseas authorities to be translated into English and they may need to obtain advice about the precise nature of criminal offences in other countries. Note, offences in other countries do not necessarily correspond to offences in the UK.

For more information please see: <https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools>

5.8 Medical Clearance

For certain posts such as teachers (*where the posts involve regular contact with pupils, young people or vulnerable adults*), there is a statutory responsibility for the Trust to satisfy

themselves that individuals have the appropriate level of physical and mental fitness before an appointment offer is confirmed.

A health questionnaire should not be completed until a job offer is made – the offer of employment should always be conditional upon the individual's fitness to perform the role and to the satisfaction of the Trust. In making decisions about medical fitness, the Trust must adhere to the provisions of the Equality Act 2010. Where it has been confirmed that health could impact on someone's ability to perform the role, advice should always be sought from the Office Manager.

5.9 Finalising the appointment

The majority of candidates will have to give notice to their existing employer and, depending on the role, there will be some delay between the candidate being appointed and starting in post. It is important we maintain regular contact with a prospective new member of staff, providing them with any information that they need about their new school and about their role.

Successful candidates may be sent a conditional offer letter that stipulates that the offer is conditional subject to the certain conditions. A contract of employment will be sent to the successful candidate on the first day of employment or before.

All new staff must be subject to a thorough induction / on boarding process into their school. All staff new including volunteers will receive an induction pack and training that will include safeguarding, safe working practices, whistle blowing and child protection and will be given the staff code of conduct, the school safeguarding and child protection policy, Part One of KCSiE and Annex A if appropriate, and details of how to report concerns to the DSL and deputies. Every new member of staff will have an identified Induction Mentor / Buddy, who will oversee the induction process for and continue to monitor this for a minimum of 12 weeks to ensure they adhere to policies and procedures as outlined in the induction process.

5.10 Re-hiring former staff members

If the Principal/SLT Member/Line Manager at any of the schools/the Trust wishes to consider making an offer to rehire an individual who was formerly a member of staff (employee or casual worker) of the Trust, the Principal/SLT Member/Line Manager must contact the Director of Central Services **before** communicating any offer to, or discussing a potential offer with, the individual in question. The Director of Central Services will carry out relevant checks of the prior employment period to determine matters to include suitability to work with children, before confirming to the Principal/SLT Member/Line Manager in writing as to whether an offer to re-hire can be made.

6. **Agency Staff**

The Trust will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. An agency worker will need to provide photographic evidence such as a passport / driving licence on their first day of working. A photograph of the staff member booked to work in the Trust, must be provided by the Agency.

7. **Members, Trustees and Local Governors**

All newly appointed Members, Trustees (Directors) and Local Governors must undertake an enhanced DBS check without barred list information. They will have an enhanced DBS

Check with barred list information if working in regulated activity. The chair of the Board will obtain the required enhanced DBS check through the academy trust process. The Trust will also carry out a section 128 check for Members, Trustees and Local Governors because a person subject to a sanction is disqualified from being a Director or Manager of an Academy.

8. Volunteers

Volunteers are seen by pupils as safe and trustworthy adults. The same kind of safer recruitment process should apply when the Trust is recruiting volunteers to work with children. Because volunteers fill a very wide variety of roles the decision to establish a new volunteer needs to be applied with common sense.

We will:

- Obtain an enhanced DBS check with barred list information for all volunteers who work in regulated activity
- Carry out a risk assessment in line with KCSiE 2026 when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Obtain references for volunteers before they are recruited
- Where required by the relevant legislation: ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

If a volunteer will be providing 'teaching' and has previously been a qualified teacher, the Trust will check the Department for Education's Check a Teacher's Record service online to see if they are not prohibited from teaching.

9. Contractors, Sub-Contractors and Self-Employed Sole Traders

The Trust will ensure that any contractor, or any employee / sub- contractor of the contractor as classed above, who is to work at a school has had the appropriate level of a DBS check. This will be an enhanced DBS check with a barring check if engaging in a regulated activity, or an enhanced DBS check, not including barred list information, for contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children. All contractors, sub-contractors and agency staff are required to undergo an appropriate DBS check via the named company they are contracted to. Contracting staff or self-employed workers who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity including photo ID of all contractors or the self-employed people and their staff on arrival at a school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

10. Trainee/student teachers

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

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 regulations”) and obligations under the Childcare Act 2006 in schools.

11. Ex-offenders

The Trust will not discriminate unfairly against any person on the basis of conviction or other criminal information revealed. However, it is unlikely we will choose to employ a member of staff who has previous convictions of a serious nature.

On our application form we inform our applicants that, because of the nature of the work for which they are applying, where this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, applicant must disclose any convictions, cautions or other criminal information which are not protected and which they are legally required to disclose for the role. In the event of employment, any failure to disclose information which should have been disclosed, may result in disciplinary action by the Trust.

We undertake to discuss any matter revealed in an application or an Enhanced DBS Disclosure with a person seeking the position.

Having a Criminal Record will not necessarily bar a person from working with the Trust, however, this will depend on the nature of the position and the individual circumstances and background of the offences.

12. Continuing Awareness

It is a requirement that all members of staff attend annual training with regard to safeguarding children and that all members of staff are briefed regularly on the schools Safeguarding and Child Protection Policy and should not hesitate to report any concerns to the school's Safeguarding Children Officers.

We may renew DBS Disclosures or organise a DBS Update Service check every 4 years or at such intervals to be determined by the Trust as a local safeguarding measure.

Appendix 1: Reference request form 2026-2027

OLT REFERENCE REQUEST FORM

Data Protection Notice

Reference information is requested and processed for recruitment, employment and safeguarding purposes in accordance with the Trust's recruitment privacy notice, the UK GDPR, the Data Protection Act 2018 and all applicable data protection legislation.

1. CANDIDATE DETAILS

Full Name: _____
 Former Name(s): _____
 Preferred Name(s): _____
 Job Vacancy Applied For: _____
 School/Academy: _____

2. REFEREE DETAILS

Title: _____
 First Name: _____
 Last Name: _____
 Job Title: _____
 Organisation Name: _____
 Address: _____

Contact Number: _____
 Email Address: _____

3. REFERENCE INFORMATION

How long have you known the candidate and in what capacity?

Please tell us the positions held by the candidate whilst employed

Position	Contracted Hours	Start Date	End Date

What was/is the candidate's salary scale, grade or hourly rate in their most recent position?

Please provide a brief description of the candidate's duties

Please state the reason for leaving their current or most recent position

4. RATINGS

Please complete this section only where you can give objective, work-related assessments based on evidence from the candidate's employment (otherwise please tick N/A).

Area	Outstanding	Good	Satisfactory	Poor	N/A
Conduct	☐	☐	☐	☐	☐
Timekeeping	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐
Work Performance	☐	☐	☐	☐	☐
Reliability	☐	☐	☐	☐	☐
Honesty and Integrity	☐	☐	☐	☐	☐
Relationship with Colleagues	☐	☐	☐	☐	☐
Achievement of Targets and Deadlines	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Administrative Efficiency	☐	☐	☐	☐	☐
Ability to Cope with Pressure	☐	☐	☐	☐	☐
Ability to Follow Management Instructions	☐	☐	☐	☐	☐
Ability to Follow Behaviour Policies	☐	☐	☐	☐	☐
Ability to Manage Others	☐	☐	☐	☐	☐

Would you offer/re-employ the candidate if a suitable vacancy occurred?

☐ Yes

☐ No

Please provide any further comments regarding the candidate and the position applied for

Are you satisfied that the candidate is suitable to work with children?

☐ Yes

☐ No

If no, or if your answer is qualified, please provide details:

Having considered the enclosed details regarding the position, would you recommend the candidate for this appointment?

☐ Yes

☐ No

If yes, please comment on how the candidate meets the person specification

5. DISCIPLINARY ACTION

Has the candidate been subject to any disciplinary action relevant to the candidate's suitability for this role (to include working with children, if applicable) and, if yes, please provide the nature, date and outcome?

☐ Yes

☐ No

If yes, please provide details:

6. SAFEGUARDING CHILDREN

Has the candidate been subject to any substantiated safeguarding concern or allegation that meets the harm threshold and, if yes, please provide the facts and outcome? Please also include any substantiated safeguarding-related misconduct relevant to suitability to work with children.

☐ Yes

☐ No

If yes, please provide details:

Where relevant, please include any pattern of low-level concerns only if, taken together, it is substantiated and meets the harm threshold.

☐ Yes

☐ No

7. TEACHERS AND SCHOOL LEADERS ONLY

If the candidate is a teacher or school leader, have they undergone Formal Capability Procedures within the last two years?

☐ Yes

☐ No

☐ N/A

If yes, please provide details:

8. CONFIRMATION

I confirm that the information provided in this reference is accurate and truthful to the best of my knowledge.

Signature: _____

Print Name: _____

Position: _____

Date: _____

This reference form forms part of the Trust's safer recruitment procedures and the information provided will be handled securely, shared only where necessary for recruitment and safeguarding purposes, and processed in accordance with the Trust's recruitment privacy notice, the UK GDPR and the Data Protection Act 2018.

Please return this form directly to the Trust using the contact details provided by the Trust. References should not be passed through the candidate and may be verified using your organisational e-mail address, telephone number or other official contact details.

Appendix 2 Self disclosure form

PRIVATE AND CONFIDENTIAL

PART 1

Identification - for completion by the shortlisted candidate	
Name of candidate	
Previous names	
Address and Postcode	
Telephone/mobile number	
Date of birth	
Gender	
Identification – for completion by the office manager at interview stage	
I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate:	
1. UK passport with details of issuing office OR non-UK passport with work permit/visa	
2. UK photocard driving licence	
3. Proof of national insurance number or current work permit number	
4. Proof of home address and postcode	
Signature of authorised employing officer:	
Print name:	
Date:	

PART 2

For completion by the candidate named in Part 1

The role you have applied for involves frequent or regular contact with or responsibility for children, and you will be required to provide a valid DBS (Disclosure and Barring Service) Certificate, which will provide details of criminal convictions. Where the role amounts to regulated activity, this will also include a barred list check.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held about you in

accordance with the Data Protection Act 2018, the UK GDPR and other applicable data protection legislation.

Have you ever been known to any children's services department or to the police as being a potential risk to children?	Yes	No
If yes, please provide further information		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes	No
If yes, please provide further information		
Do you have ANY convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 194 (Exceptions) Order 1975 (Amended) 2013?	Yes	No
If yes, please provide further information		
Have you been disqualified from working with children under the Disqualification under the Childcare Act 2006/the Childcare Disqualification Regulations 2018?	Yes	No
If yes please provide further information:		
Have you lived or worked overseas or moved to the UK from overseas in the last 10 years?	Yes	No
If yes, please provide further information:		
As part of its due diligence and Safer Recruitment procedure, the Trust may carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online and many need to be explored at interview. Please use the box below to disclose any information of that kind which you wish to bring to our attention. Should you not declare anything of relevance and this is subsequently revealed, this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to data protection legislation.		
Confirmation of declaration: <i>please tick, or state 'YES' to confirm each statement below:</i>		
I agree that the information provided here be processed in connection with recruitment purposes and I understand that an offer of employment may be		

withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.		
In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.		
I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.		
Signature of candidate		
Print name		Date

This free school is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application within the Trust for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. I declare that the information on my form and any additional documentation is correct and agree that they form part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998. I authorise the Omnia Learning Trust to check the information supplied. I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed may lead to dismissal.

This data may be held in accordance with the Trust's data retention schedule and the Trust are the controllers of the data.

Appendix 3 Employee HR/Personnel File Checklist

Name and Job Title of Employee:

School:

Start Date:

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
1. Application form			
Completed job application form physically signed by the applicant (new staff member)		YES	
Copy of interview and shortlisting notes		YES	
2. Recruitment Paperwork			
Copy offer letter to candidate		YES	
Copy acceptance letter/email from candidate		YES	
3. Employment Contract			
Copy original employment contract signed by new staff member		NO: Copy needed on file	N/A
4. References and pre-employment online search			
Copy completed reference request form from line manager of the most recent previous employer, initialled by OM ³ and stated as 'verified'. - <i>Best practice is to also file the e-mail chain showing the request for the reference and the response but this is not essential – verifying is essential however</i>		YES	
Copy of a second completed reference request form from line manager of a previous employer initialled by OM and stated as 'verified': - <i>It must be from the last time the applicant worked with children, if they did not work with children in most recent previous role (unless it is an admin role)</i>		YES	

² A risk assessment is intended only for historic data for existing employees, which would be impractical or impossible to obtain after the fact, and/or which is deemed less critical due to the presence of later/updated information held on the file

³ For an OM's HR file, the Principal or other more senior Trust employee should initial the document, whenever the checklist states that a document needs the OM to initial it.

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
Copy of print out of Verifile pre-employment online (social media) search report		YES	
5. Identity documents			
Copy photo ID ⁴ - need copy UK driving licence photo card showing licence number, or copy of UK (or non-UK) valid passport photo page showing passport number, initialled and dated by OM or Principal, with the words 'retained for ID'		NO <i>Copy needed on file</i>	N/A
Copy marriage certificate as well as the above, if current surname is different to that on the photo ID or birth certificate		NO <i>Copy needed on file</i>	N/A
6. DBS Checks			
Initial OLT Enhanced DBS Check on joining: Complete the ' <i>DBS and DfE Portal Checklist</i> ' and place on file (Do not keep a copy of the DBS certificate)		YES (Only if a satisfactory OLT DBS Risk Assessment Checklist is on file)	
DBS Check Updates – required four years from and including date of joining: <u>Either - If employee is signed up to the update service:</u> Copy of a new completed <i>DBS and DfE Portal Checklist</i> , together with print out of search result from DBS update service (<i>DBS number will remain the same</i>) <u>Or - if employee is not signed up to the update service:</u> Order new enhanced DBS check and put copy of a new completed <i>DBS and DfE Portal Checklist</i> n file together with print out of DBS check report from Atlantic Data or Verifile that specifies DBS is clear. (<i>DBS certificate number will be different – keep original checklist on file alongside the new checklist</i>)		NO <i>Copy needed on file</i>	N/A
7. Evidence of overseas criminal record checks			
Overseas checks are needed if a staff member has lived/moved from overseas in the last 10 years (and they were overseas for more than 12 months) and if a		YES (Only if a satisfactory OLT DBS Risk Assessment	N/A

⁴ If no photo ID is available, instead obtain copy of birth certificate with separate copy proof of address (e.g. bank statement)

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
criminal record check/certificate is available from that country. To assess if required please refer to: - Self-disclosure form Q&A on this, - The Gov.uk website for how to contact the country/embassy in question – link below, and - The OLT DBS Risk Assessment Checklist section covering this type of check. Please file a print out of the clear certificate/report once received (compliant with gov.uk requirements): Criminal records checks for overseas applicants - GOV.UK (www.gov.uk)		Checklist is on file)	
8. Right to work - Right to work checks: an employer's guide - GOV.UK (see Annex A – list of documents) and see also Use the Employer Checking Service - GOV.UK (not for British or Irish citizens)			
Copy RTW ID must be initialled and dated by OM and stated to be 'retained for RTW' - see links above for Home Office list of document requirements (A/B) or real time right to work checks		NO Copy needed on file	N/A
Biometric residence permits to be checked online. A print out is needed on file of the satisfactory check, initialled and dated by OM - needed if not a British Citizen and needs to apply for RTW to stay and/or work in the UK – flagged by lack of British passport and/or lack of British birth certificate. More information is here: https://www.gov.uk/biometric-residence-permits		NO Copy needed on file	N/A
9. Qualifications			
Support staff – includes Admin staff and Teaching Assistants			
<u>Learning Support Assistants</u> (also known as Teaching Assistants) – need copy of GCSE (or equivalent) Maths and English certificate at grade C or higher		YES	
<u>Early Years Support Staff</u> (Nursery only) – need copy certificate of NVQ level 3 or equivalent		YES	
<u>Other support staff</u> – need copy of qualification certificates referred to in the job description for the role		YES	
Teaching staff – anyone employed on a teacher's contract			

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
For those employed as Qualified Teachers: Copy print out of confirmed QTS status (from DfE Portal or the Teacher Regulation Agency)		NO <i>Copy needed on file</i>	N/A
For those employed as Unqualified Teachers: Copy of university degree certificate		NO <i>Copy needed on file</i>	N/A
For Teachers who qualified overseas and do not have QTS status yet: Refer to guidance regarding what evidence should be on file on joining, and for the time limit for applying for QTS status in these cases - https://www.gov.uk/guidance/recruit-teachers-from-overseas		NO <i>Copy needed on file</i>	N/A
10. Prohibition checks for all staff with Department of Education via DfE Sign In Portal: 'Check a Teacher's Record' at https://check-a-teachers-record.education.gov.uk			
On the staff member joining, the OM must: (1) Check of the individual's name and date of birth with the DfE at 'Check a Teacher's Record' AND (2) Print off and file a copy of the portal search result* AND (3) Carry out a s128 barring direction search if required** (<i>only for the role of Principal, SLT, Office Manager, Governor, Board Director/Trustee, or Member</i>) AND (4) Complete the relevant section of the <i>DBS and DfE Portal Checklist</i> to confirm that this/these checks have taken place and are clear, and <u>file a copy</u> of the checklist. <i>*If teachers join during their 2 year ECT period then the print off must be updated at the 2 year point, when they have passed their induction</i> **Section 128 barring directions		NO <i>Copy needed for file</i>	N/A
11. Disclosure paperwork (all staff)			
Self-Disclosure Form for Shortlisted Candidates -To be completed, signed, and dated by the shortlisted candidate as part of the application process		NO <i>Copy needed for file</i>	N/A

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
Staff (ongoing) Suitability and Disqualification Form - To be completed, signed, and dated the employee on starting their role and annually after joining -The form can be from the local authority or the OLT version, and should be recorded in the HR File		NO Copy needed for file	N/A
12. Pre-employment medical checks (via OH service)			
Print out a copy of the new staff pre-employment medical check.		YES	
13. Employee Induction Checklist			
Completed school specific employee induction checklist, as found in the school's Induction Policy		YES	
14. New starter paperwork			
Either: P45, or HMRC Starter Checklist Optional: you may also like to include the OLT New Starter Form (Admin Use) here for reference but this is not a requirement		YES	
15. Probation documents			
Show either: (1) Letter to confirm that employee has passed the (two school terms of) probation, or (2) If probation is extended, all paperwork to support this to include showing if it has been passed (depending on length of service)		YES	
16. Salary paperwork			
Annual letters to confirm current salary and confirm any award of performance management pay increments (or that no award has been made.		YES	
17. Performance review paperwork			
Original job description, or updated job description if role has changed		NO Copy needed for file	N/A
Original job advert and updated job advert if role has changed		YES	
18. Leaver paperwork			
For an ex-employee: -Resignation letter -Completed leaver form		NO Copy needed for file	N/A

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
-Final salary calculations (<i>if available – speak to DCS/Edufin</i>) -Exit interview notes/completed forms			

Appendix 4 - DBS Risk Assessment Checklist

Please use this form for a new staff member if the school/Trust, prior to him/her starting work:

- Has not yet received the OLT Enhanced DBS Certificate (please use SECTION 2)
- Has not yet received a required overseas criminal records check/certificate of good conduct (please use SECTION 3) OR
- Has sight of information on their OLT Enhanced DBS Certificate (use SECTION 4)

SECTION 1: COMPLETE FOR ALL STAFF

Full Name of Candidate:	
Role applied for and School:	Role: School:
Will the candidate be working in 'regulated activity' (Defined at base of document)	YES ☐ NO ☐ <i>If the answer is YES, the Enhanced DBS Certificate applied for by the Trust must include Children's Barred List information. Most if not all individuals working for the school/Trust will be in 'regulated activity' (s317 KCSiE 2026)</i>
Interview date:	
Proposed start date:	

SECTION 2:

COMPLETE ONLY IF THE OLT ENHANCED DBS CERTIFICATE HAS NOT YET BEEN OBTAINED PRIOR TO CANDIDATE STARTING WORK

Date of OLT Enhanced DBS Check Application: <i>The person must NOT start work before the OLT DBS check application has been made</i>	Date applied for:
Reason for starting without receipt of OLT Enhanced DBS check?	☐ Continuity of the school's provision to pupils ☐ Other (please state):
Receipt of <u>clear</u> Enhanced DBS Certificate issued by most recent previous employer*?	Yes ☐ No ☐
*In relation to an Enhanced DBS certificate from the previous employer, please state: 1. Date of issue: 2. DBS certificate number: 3. Was/is the date of the person's last day at work in their previous school/workplace (for which this DBS was issued) less than three months prior to the proposed start date at the school/Trust (i.e. has there been a break in service of less than 3 months): YES / NO If item 3 is answered 'YES' then a new Enhanced DBS check is not required in law (although a separate barred list check must be separately obtained by the school/Trust for work in 'regulated activity'), BUT an OLT application for a new Enhanced DBS is still required for the candidate per Trust policy.	
Known Information List (please tick):	
☐ Identity check (photographic) [essential]	
☐ Right to work in the UK [essential]	
☐ Verification of current address [essential]	
☐ Two references (obtained in line with Section 5.3 above) [essential]	
☐ Evidence of qualifications [essential]	
☐ Barred list check (if working in regulated activity) [essential]	
☐ Teacher status/Prohibition check (for teachers) [essential]	
☐ Section 128 check (if required)	
☐ An overseas criminal record check or certificate of good conduct is <u>EITHER</u> (1) required* AND (a) it has been obtained (covering the whole period of time the individual lived overseas), or (b) the application for this check/certificate has been made prior to person starting work	

OR

(2) **not required** (however consideration has been given to the potential need for one or more additional references if an overseas criminal record check/good conduct certificate is not available from the country the candidate has previously lived in)

***Required** = a 'yes' answer to both questions below (please circle):

(1) Has the candidate lived or worked overseas aged 18 or over in the 10 years prior to applying for the OLT role? Yes / No

(2) Is this within a country where a criminal record check or good conduct certificate is available**? Yes / No

**For information on how to obtain an overseas criminal record check/certificate of good conduct see here: [Criminal records checks for overseas applicants - GOV.UK](https://www.gov.uk/criminal-records-checks-for-overseas-applicants).

Section 2 Record of Decision:

☐	High risk – Person should NOT be allowed to start without a new (OLT) Enhanced DBS, as there has been: (1) a break in service of three months or more OR they do not have an enhanced DBS certificate from their previous employer AND (2) it has not been possible to complete ALL of the 'known information' checks listed above (i.e. one or more remain unconfirmed)
☐	Medium risk – Person may start work without receipt of a new (OLT) Enhanced DBS prior to starting work, BUT must be supervised at all times and should not undertake 1:1 work or residential visits. This is because there has been: (1) a break in service of three months or more OR they do not have an enhanced DBS certificate from their previous employer HOWEVER (2) ALL of the 'known information' checks listed above have been completed
☐	Low risk – Person may start work without supervision, because: (1) they already hold an Enhanced DBS check (with Child Barred List) from their previous employer and there is no break in service of three months or more AND (2) <u>either</u> (a) ALL of the checks in the Known Information List are confirmed <u>or</u> (b) if one or more of these checks have not been completed, the missing information has been risk assessed <u>if permitted per the requirements of the HR File Checklist</u> (see Appendix 3) with the outcome of LOW RISK for that check.

SECTION 3:

COMPLETE ONLY IF A REQUIRED OVERSEAS CRIMINAL RECORDS CHECK/CERTIFICATE OF GOOD CONDUCT HAS NOT BEEN OBTAINED PRIOR TO STARTING (for the whole period the candidate has lived overseas)

Receipt of <u>clear</u> OLT Enhanced DBS Certificate prior to starting work with OLT?	YES ☐ NO ☐ <i>If the answer is no, please complete Section 2 (if no certificate) or Section 4 (certificate has information on it) instead of Section 3.</i>
In relation to the obtained OLT Enhanced DBS certificate, please state date of issue, certificate number and confirm inclusion of children's barred list check (for regulated activity):	Date of issue: Certificate Number: Includes children's barred list: YES ☐ NO ☐
Is an overseas criminal records check/certificate of good conduct required*? <i>*Required if the answer is 'yes' to both questions below:</i> 1. Has the candidate lived or worked overseas in the last 10 years, while aged 18 or over? Yes / No 2. Is this within a country where a criminal record check or good conduct certificate is available*? Yes / No <i>*For information on how to obtain an overseas criminal record check/certificate of good conduct see here: Criminal records checks for overseas applicants - GOV.UK</i>	YES ☐ NO ☐ <i>If the answer is no, you are not required to complete Section 3, but you should consider whether receipt of one or more additional satisfactory references may be required (in line with section 5.7 of this policy) in respect of the time spent overseas as a condition of employment.</i>
Certificate date and any reference number: OR Date of OLT application: <i>The candidate must NOT start work before the application has been made</i>	Date on certificate: Reference number: OR Date applied for:

Section 3 Record of Decision

- (1) The school/Trust has applied for and received a clear enhanced DBS check (with children's barred list information for regulated activity) prior to the candidate starting work
AND
- (2) The school Trust has either received a clear overseas criminal records check/certificate for the period spent living abroad, or it has applied for this check/certificate prior to the candidate's start date AND

- (3) The requirements of the HR File Checklist (Appendix 3) have been satisfied (to include satisfactory risk assessments undertaken where permitted for any outstanding/missing information)

- ☐ **Yes – the candidate may start work because all three items above are confirmed**
- ☐ **No – the candidate may not start work until the above three items are confirmed**

SECTION 4: COMPLETE ONLY IF ENHANCED DBS CERTIFICATE (OR OVERSEAS CRIMINAL RECORDS CHECK/CERTIFICATE OF GOOD CONDUCT) HAS INFORMATION ON IT

Does the DBS/Overseas certificate have information on it?	YES ☐ NO ☐ If yes, take further advice (Principal/HOO/DCEO/CEO) and ensure that: - the content is discussed with the individual - the relevance and seriousness of the offence/caution is considered. - the date the offence/caution took place is considered as well as whether this was disclosed previously - the information is verified/checked with other agencies (e.g. LADO/police) where required/possible - consideration is given to how any offence/caution under the overseas jurisdiction correlates with how this matter would be treated under the laws of England and Wales.
Risk Assessment (please tick and provide reason):	LOW ☐ MEDIUM ☐ HIGH ☐ <i>State reason:</i>
<u>Section 4 Record of Decision:</u>	☐ Yes (only if risk assessment is LOW or MEDIUM) ☐ No (withdrawal offer of employment because HIGH risk)

Can the school/Trust continue to offer the role to the candidate?	<i>If Yes is ticked above, and the risk is assessed as MEDIUM Risk, please state here (1) the conditions and any timeframes attached to the continuation of employment (e.g. supervision at all times by another staff member) AND (2) the date scheduled for carrying out a further DBS Risk Assessment which is expected to produce a LOW risk outcome.</i>
---	--

Signed

Name of Line Manager:

Date:

Signed

Name of Office Manager:

Date:

***‘Regulated Activity’ is defined at s317 and s407 of KCSiE 2026 and means a person who:**

A. On a frequent basis (i.e. for more than 3 days in any period of 30 days or overnight):

- Carries out paid work in a school or college, where the work provides an opportunity for contact with children; OR
- As a result of their work *or volunteering*:
 - Is responsible in a school or college, for teaching, training, instructing, caring for or supervising children, providing guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children

B: Regardless of frequency:

- Engages in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

AND/OR

C: Frequently, or for more than three days in a 30-day period, or overnight:

- provides teaching, training, instruction, or care or supervision to a child on a work experience placement or activity.