



Priory Woods School and Arts College
Safer Recruitment and Selection Policy

This policy was adopted from HR Alchemy dated:	November 2024
This policy was adopted by the school on:	
Next review due by:	November 2025

Safer Recruitment and Selection

1.1 Equal opportunities

- 1.1.1 When recruiting, the school will adhere to its Equality Information and Objectives Policy.
- 1.1.2 The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.
- 1.1.3 The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.
- 1.1.4 The governing board will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- 1.1.5 Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:
 - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
 - Positive action to recruit people with disabilities
 - Equal opportunities monitoring (which will not form part of the decision-making process)

1.2 Planning, advertising and shortlisting

- 1.2.1 Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.
- 1.2.2 The governing board and headteacher will:
 - Decide on the recruitment timeframe.
 - Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
 - Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
 - Ensure that application packs, where relevant, state that applicants must be willing to sign the staff disqualification declaration.
- 1.2.3 The job information and associated documents will be published online.

- 1.2.4 The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.
- 1.2.5 The recruitment panel will comprise an appointing officer, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the headteacher usually being one of these.
- 1.2.6 The recruitment panel will be an odd number so majority votes can be cast.
- 1.2.7 At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.
- 1.2.8 The recruitment panel will create the advertisement.
- 1.2.9 The recruitment panel will ensure the advertisement includes the following requirements:
- Information specific to the role on offer and the school as a whole
 - The benefits of the role are highlighted
 - The advertisement is relevant to the target audience
 - The advertisement is communicated directly and concisely, and includes a clear call to action
 - Applications can be submitted electronically
- 1.2.10 Requests for further information from applicants are replied to promptly
- 1.2.11 All applications are replied to with a letter notifying candidates whether they have been shortlisted or not
- 1.2.12 Interviews are arranged for the shortlisted candidates
- 1.2.13 Vacancies will be advertised through external media, such as the local newspaper, with due consideration to the school's Equality Information and Objectives Policy, ensuring that the advertisement reaches a wide range of groups.
- 1.2.14 Advertisements will contain a statement of commitment to ensuring equal rights.
- 1.2.15 Advertisements will include a job description, person specification and detail the closing date.
- 1.2.16 The contact numbers of the appointing officer and details of the application process will be clearly outlined.
- 1.2.17 Application forms will be accessible on the school's website.
- 1.2.18 Where applicable, the school will use the application form to make clear that shortlisted candidates may be subject to online searches.

- 1.2.19 The school may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.
- 1.2.20 When an advert receives a response, the recruitment panel will ensure that candidates receive the application pack.
- 1.2.21 The school will never accept a CV alone, only completed application forms.
- 1.2.22 When shortlisting candidates for an interview, all application forms will be considered.
- 1.2.23 Shortlisted candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children.
- 1.2.24 Only those candidates who have been shortlisted will be asked to disclose any relevant information including: information of any criminal offences committed, if they are known to the police and children's social care services, whether they have been disqualified from providing childcare and/or any relevant overseas information. Applicants will need to sign a declaration which confirms the information they have provided is true.
- 1.2.25 At least two members of the recruitment panel will be involved in the shortlisting process. The school will consider undertaking online searches, as necessary, and explore any further potential concerns.
- 1.2.26 Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.
- 1.2.27 The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel read through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed.
- 1.2.28 Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

1.3 Invitation to interview

- 1.3.1 Before interview invitations are sent, the recruitment panel will ensure that application packs are sent and include the following:
- A copy of the advertisement
 - A comprehensive job description
 - A comprehensive person specification
 - Any equal rights material, e.g. an equal opportunities statement
 - A brief outline of the school, its values and aims
- 1.3.2 Once a shortlist has been confirmed, the applicants to be invited for interviews will

be contacted by the appointing officer and suitable interview times will be decided.

- 1.3.3 The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.
- 1.3.4 The recruitment panel will send shortlisted candidates the DBS self-declaration form, alongside a copy of the Trust's disqualification form, where appropriate. The candidate will be asked to bring the completed DBS self-declaration form with them in a sealed envelope if invited for interview.
- 1.3.5 Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.
- 1.3.6 Where possible, the recruitment panel will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate.
- 1.3.7 One of the references will be from the candidate's most recent employer.
- 1.3.8 Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.
- 1.3.9 References will be from a senior member of staff and not a colleague.
- 1.3.10 Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- 1.3.11 Electronic references will be vetted to ensure they originate from a credible source.
- 1.3.12 References from internal candidates will also always be scrutinised before interview.
- 1.3.13 Permission will be sought from the candidates before the recruitment panel contacts referees.
- 1.3.14 Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.
- 1.3.15 Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- 1.3.16 The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

1.4 Pre-interview checks

1.4.1 The recruitment panel will complete the necessary pre-interview checks.

1.4.2 Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Checking and, where necessary, relevant self-declaration forms have been sent to the shortlisted candidates

1.5 Online searches on shortlisted candidates

1.5.1 The school is committed to ensuring that safeguarding is a top priority; therefore, in line with KCSIE, the school will consider carrying out online searches on shortlisted candidates as part of their due diligence. Online searches solely aim to help identify any incidents or issues that have happened, and are publicly available online, which the school may want to explore with the applicant at interview.

1.5.2 Online searches will be conducted on shortlisted candidates only, and only where the school considers this appropriate. The school will consider any potential risks of online searches, e.g. unlawful discrimination or invasion of privacy, and will ensure staff conducting online searches are clear on the purpose of the search. Shortlisted candidates will be made aware that online searches may be concluded as part of due diligence checks. Online searches will only examine data that is publicly available. Staff will not 'follow' or submit a friend request to shortlisted candidates on social media platforms to access further details or information.

1.5.3 Online searches will be carried out by an individual who is independent of the recruitment process to minimise the risk of bias or discrimination and to ensure that only relevant information is considered. The person responsible for carrying out online searches will have due regard to Part three of KCSIE.

1.5.4 The online search process may include searching for the candidate by name via search engines and social media, such as:

- **Google**
- **Facebook**
- **LinkedIn**

1.5.5 When carrying out searches of shortlisted candidates' online presence, the school will look out for indicators of concern, such as:

- Inappropriate behaviour, jokes or language.
- Discriminatory comments.
- Inappropriate images.

- Drug or alcohol misuse.
- Anything that suggests the candidate may not be suitable to work with children.
- Anything that could harm the reputation of the school.

Any concerns will be addressed during the interview process. The school will ensure that candidates are given an opportunity to discuss any concerns raised by the online search.

The interview

- 1.5.6 During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.
- 1.5.7 Any concerns raised through contact with referees will be discussed with the candidate at this stage.
- 1.5.8 The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.
- 1.5.9 The candidates shortlisted for interview will submit their completed DBS self-declaration form in a sealed envelope to the recruiting officer upon entering the interview. The envelope will only be opened if an offer of employment is made.
- 1.5.10 The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 1.5.11 The interview will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete one of the following exercises:
 - Role play exercises
 - Presentations
 - Group exercises
 - Written exercises
 - Aptitude/ability tests
 - Personality questionnaires
 - Getting the candidate to work in supervised activity with pupils

1.6 After the interview

- 1.6.1 After the interview has been completed, the recruitment panel will:
 - Assess all candidates' performance using the same agreed criteria.
 - Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.

- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.
- 1.6.2 Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the Records Management Policy, in case any aspect of the recruitment process is challenged.
- 1.6.3 After choosing a successful candidate, the school will:
 - Make a conditional offer of employment to the candidate.
 - Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
 - Complete the relevant pre-appointment checks.
- 1.6.4 Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

1.7 Remote recruitment

- 1.7.1 The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.
- 1.7.2 Online interviews will be conducted in line with the school's Data Protection Policy at all times.
- 1.7.3 Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview commencing.
- 1.7.4 Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 1.7.5 The school will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible.
- 1.7.6 The school will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.

1.7.7 The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:

- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
- The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
- The candidate will keep personal information, which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
- Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue.

1.7.8 When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences.

1.7.9 If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.

1.7.10 The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.

1.7.11 If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.

1.7.12 The school will direct candidates towards the DfE's advice on '[Attending your first remote interview](#)' prior to the interview.

1.8 Pre-appointment checks

1.8.1 All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as

a teacher.

- 1.8.2 When appointing new staff, the school will complete the following checks:
- Verify the candidate's identity
 - Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
 - Where it has been deemed necessary, obtain an enhanced DBS check with children's barred list information.
 - Verify a candidate's ability to carry out their role
 - Verify the person's right to work in the UK
 - Make further checks on any individual who has lived or worked outside the UK
 - Verify professional qualifications, as appropriate
 - For those in management, trustee or governor roles, a section 128 check will be carried out
- 1.8.3 The school will only obtain a separate barred list check if a newly appointed staff member is engaging in regulated activity before the receipt of an enhanced DBS certificate; or if the individual has worked in a school where they were in regular contact with children and young people in the three months prior to the new staff member's appointment to the school.
- 1.8.4 The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their conviction(s), it will be clearly documented to enable the school a chance to defend its decision if challenged.
- 1.8.5 The school will consider the following when assessing any disclosure information on a DBS certificate:
- The seriousness and relevance to the post which they have applied to
 - How long ago the offence occurred
 - Whether it was a one-off incident or a history of incidents
 - The circumstances around and at the time of the incident
 - Whether the individual accepted responsibility for what happened
- 1.8.6 If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.
- 1.8.7 The school will use the Employer Secure Access sign-in portal via the Teaching Regulation Agency Teacher Services web page to check if a proposed governor is barred as a result of being subject to a section 128 direction.
- 1.8.8 Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [webpage](#).

- 1.8.9 There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:
- In a school in England in a post which brought them into regular contact with children or young persons; or
 - In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons; or

Volunteers

- 1.8.10 For volunteers, the school will undertake a written risk assessment and use professional judgement and experience when deciding what checks, if any, will be required. The school reserves the right to request barred list information for all volunteers, regardless of whether they are supervised or not.
- 1.8.11 All unsupervised volunteers engaging in regulated activity will be required to provide the school with an enhanced DBS check with a barred list check. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

Candidates who have lived outside the UK [The Teaching Regulation Agency no longer maintains a list of EEA teachers with sanctions. Schools must continue to carry out safer recruitment checks on all candidates and must make any further checks they think relevant.]

- 1.8.12 No exceptions will be made for candidates who have lived outside of the UK. All mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- 1.8.13 For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:
- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
 - For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.
- 1.8.14 If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.
- 1.8.15 Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

Agency and third-party staff

- 1.8.16 In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school or who will be providing education on the school's behalf, including through online delivery.
- 1.8.17 Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.
- 1.8.18 The school will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.

Trainee/student teachers

- 1.8.19 The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.
- 1.8.20 Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.
- 1.8.21 The school will obtain written confirmation from the agency that the checks have been carried out.

Existing staff

- 1.8.22 If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.
- 1.8.23 The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.
- 1.8.24 The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- The harm test is satisfied in respect of that harm.
 - The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
 - The individual has been removed from working in regulated activity, or would have been removed had they not left.

Contractors

- 1.8.25 The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

- 1.8.26 For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 1.8.27 Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.
- 1.8.28 If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- 1.8.29 The school will always check the identity of contractors and their staff on arrival.

Adults who supervise children on work experience

- 1.8.30 If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm.
- 1.8.31 Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the school will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:
- Unsupervised themselves.
 - Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).
- 1.8.32 If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
- 1.8.33 If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

Children staying with host families

- 1.8.34 The school may make arrangements for a child to have learning experiences where, for short periods, the child may be provided with care and accommodation by a host family to whom they are not related. In these circumstances, the LA will be consulted.

Governors

- 1.8.35 Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.
- 1.8.36 Associate members will not be asked to undertake a DBS check.
- 1.8.37 Governors will be subject to a section 128 direction check.

Right to work checks

[EU, EEA, or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will no longer be able to use their passport or national ID as proof of right to work. Schools will need to check candidate's right to work online. The UK operates a points-based immigration system which affects how schools employ teachers who are not UK or Irish nationals. All overseas nationals, including those from the EEA and Switzerland, arriving in the UK from 1 January 2021 come under the new system.]

- 1.8.38 The school will obtain evidence that all candidates for a position have the right to work in the UK by either conducting a manual document-based check, or by using the government's online portal. This will be done before a candidate is offered a position.
- 1.8.39 When conducting a manual, document-based check, the school will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: List A for candidates with a permanent right to work in the UK, or List B for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with section 'Identification checking process' of this policy.
- 1.8.40 The school will obtain proof of candidates' immigration status in the UK.
- 1.8.41 The school will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:
- The candidate provides a document confirming receipt of an application to EUSS on or before 30 June 2021
 - The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
 - The school has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service

- The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question
- The school is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
- The school considers that it has not been provided with any acceptable documents, but the person presents other information indicating they are a long-term resident of the UK, i.e. having arrived before 1988.

1.8.42 The school will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.

1.8.43 Where a candidate's right to work is time-limited, the school will conduct a follow-up check in advance of its expiry.

1.9 Identification checking process

1.9.1 When checking the validity of identifying documents, the school will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the school will be in physical possession of the original documents. The school will only accept valid, current and original documentation in its physical form. The school will not accept photocopies or documentation printed from the internet e.g. internet bank statements.

1.9.2 The school will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness. The school will not accept documents that are not in the candidate's current name as recorded on the application form.

1.9.3 The school will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the school will hold a discussion with the candidate about the reasons why, before validating their identity.

1.9.4 The school will compare the candidate's address history with any other information the candidate has provided, such as their CV.

1.9.5 The school will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.

- 1.9.6 The School will keep a dated record of every document that has been checked for the duration of the candidate's employment and for a further two years after they have left the school. This will be either as a hard copy or in a scanned format which cannot be manually altered, e.g. JPEG or PDF document, and will be made available to the appropriate authorities if and when requested.

1.10 After the pre-appointment checks

- 1.10.1 Once the pre-employment checks have been completed, the recruitment panel will:
- Agree a start date with the candidate.
 - Destroy the completed self-declaration forms.
 - Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
 - Add the required details of the checks carried out to the school's SCR.

1.11 Single central record (SCR)

- 1.11.1 The school will maintain and regularly update the SCR.
- 1.11.2 All new employees will be added to the record, which will include:
- All staff (including supply staff) who work at the school.
 - All others who work in regular contact with children in the school or college, including volunteers.
- 1.11.3 The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
- An identity check
 - A barred list check
 - An enhanced DBS check
 - A prohibition from teaching check
 - Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
 - A check of professional qualifications
 - A section 128 check
 - A check to establish the person's right to work in the UK
 - For those in management, trustee or governor roles, a section 128 check
- 1.11.4 For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has

carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

1.11.5 If checks are carried out on volunteers, this will be recorded in the SCR.

1.12 Safer recruitment training

1.12.1 At least one member of the recruitment panel will have completed formal safer recruitment training.

1.12.2 As a measure of good practice, the school will ensure that this training is renewed every five years.

1.13 Monitoring and review

1.13.1 This policy is reviewed annually by the governing board and the headteacher.

1.13.2 Any changes made to this policy by the governing board and headteacher will be communicated to all members of staff.

1.13.3 All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.