



LEARNING ACADEMY PARTNERSHIP

Recruitment & Selection Policy

This policy supersedes all previous Recruitment & Selection policies

Policy Reference No	PT013
Review Frequency	Annually
Reviewed	September 2026
Next Review Date	Autumn 2027

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Amendments

Policy Date	New Version Number	Summary of change	Comments
Sep 25	V1.8	Comprehensive review of the entire policy to ensure more modern, inclusive, and considered language that is clearer and more concise, reflecting our organisational values around equality, diversity, and respect.	
Sep 25	V1.8	Accessibility & Language Support section added (1)	
Sep 25	V1.8	EEDI statement updated (3)	
Sep 25	V1.8	Confidentiality, monitoring & data protection section updated (19)	
Sep 25	V1.8	Review of policy section updated (20)	
Sep 26	V1.9	Full policy review to modernise language and improve clarity, consistency, EEDI and legislative alignment.	
Sep 26	V1.9	Use of language section added (2)	
Sep 26	V1.9	Recording of meetings section added (7)	
Sep 26	V1.9	Use of AI, Ed Tech, E-Safety & Dig Tech section added (8)	
Sep 26	V1.9	Roles and Responsibilities section added (6)	
Sep 26	V1.9	Disclosure and Barring Service (DBS) Checks – New Colleagues and Volunteers section updated to reflect the Crime and Policing Act 2026 (20).	

Union consultation/External Review

Date	Action (meeting, email etc.)	Comments
20/11/18	Draft policy sent to all unions and staff for comment	30 day consultation period
22/09/20	Sent to external HR Advisors – Browne Jacobson for review	
28/09/21	Sent to external HR Advisors – Browne Jacobson for review	
Sept 23	Sent to PHP Law for external review	

* Colleagues – Refers to employees

*Headteacher includes Executive Head

*For the avoidance of doubt, where this policy refers to a 'Senior Leader', this includes members of the Trust Leadership Team (TLT) and other senior leaders as defined within the Trust's Scheme of Delegation, including for the purposes of decision-making, panels

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1 Accessibility and Language Support

- 1.1 If you require this policy in an alternative format or language, please contact the People Team or your Headteacher/Manager. We are committed to ensuring our policies are accessible to everyone, and we will work with you to provide appropriate support or resources.

2. Use of Language

- 2.1 In this policy, the terms “we”, “us” and “our” refer to the Learning Academy Partnership (South West). These terms are used for clarity and ease of reading and should be interpreted as applying to the Trust at all times.

3. Introduction

- 3.1 We recognise that our success relies on recruiting and selecting the best people, with the skills, knowledge, qualifications and values to meet current and future requirements. We are committed to fair, consistent, timely and cost-effective recruitment processes in line with all relevant legislation and statutory requirements.
- 3.2 Safeguarding is central to everything we do. We place the safety and wellbeing of children and young people at the heart of all recruitment and selection decisions, processes and outcomes.

4. Equality, Equity, Diversity, and Inclusion Statement (EEDI)

- 4.1 We value the uniqueness of every individual and are committed to creating an inclusive culture where everyone can be their authentic selves. Rooted in the diverse communities we serve, we believe we are stronger together and achieve our best when all colleagues feel included, respected and able to thrive.
- 4.2 We have zero tolerance for behaviours that cause harm related to identity, background, culture, neurodivergence, or protected characteristics whether real or perceived. Identity-based harm, including discrimination, harassment, microaggressions, hate speech, or violence, is unacceptable and undermines our values and inclusive culture.
- 4.3 We encourage all colleagues to report any incidents of identity-based harm they experience or witness. Reports will be handled sensitively, and anyone raising concerns in good faith will be supported and protected from victimisation or retaliation.
- 4.4 Our commitments are grounded in the Equality Act 2010, which protects individuals from unlawful discrimination and promotes equality of opportunity across all protected characteristics.

5. Purpose and Scope

- 5.1 This policy applies to all applicants and colleagues.
- 5.2 Its purpose is to establish a consistent, transparent and legally compliant approach to recruitment and selection, ensuring unsuitable individuals are deterred from working with children, young people and families.

- 5.3 Effective recruitment is essential to delivering high quality education. We are committed to applying fair and robust recruitment practices that support the appointment of people who have the skills, experience and values needed to succeed in their role, while safeguarding those in our care.
- 5.4 We are committed to fulfilling our responsibilities under the Equality Act 2010, Keeping Children Safe in Education, and other relevant legislation, ensuring all candidates are treated equitably.
- 5.5 Our recruitment and selection practices aim to:
- Attract high-quality applicants
 - Ensure fair and equitable opportunity for all applicants, regardless of background or identity, with appointments made on merit
 - Embed safeguarding and the welfare of children and young people throughout
 - Maintain a consistent and transparent approach across all recruitment activity, including the efficient use of resources
 - Comply with all employment and safeguarding legislation and statutory guidance
 - Provide candidates with clear, accurate information about the role and expectations
 - Recognise and develop the potential of existing colleagues
 - Minimise the risk of unsuitable appointments

6. Recording of Meetings

- 6.1 Covert (secret) recordings of any meetings are strictly prohibited. Any recording of a meeting, whether audio or visual, may only take place with the prior knowledge and explicit consent of all participants and with approval from us.

7. Use of Artificial Intelligence (AI), Education Technology (EdTech), E-Safety and Digital Technologies

- 7.1 Colleagues must use all digital technologies, including Artificial Intelligence (AI), Education Technology (EdTech), social media, wearable technology (such as smart glasses, including Meta Smart Glasses), and other emerging technologies, safely, responsibly, ethically, and in accordance with our policies, safeguarding requirements, data protection legislation, and professional standards. Colleagues must only use approved systems, applications, and devices for work related purposes and must not use any technology in a way that could compromise the safety, wellbeing, privacy, dignity, or confidentiality of pupils, colleagues, or the organisation. Any concerns relating to online safety, cybersecurity, AI use, data protection.

8. Roles and Responsibilities

8.1 We are responsible for:

- Maintaining a compliant, consistent and effective recruitment and selection process in line with current legislation, statutory guidance and Keeping Children Safe in Education (KCSIE)
- Promoting a culture of safeguarding that places the welfare of children and young people at the centre of all recruitment decisions

- Providing appropriate training, guidance and resources to support safe, inclusive and effective recruitment practices
- Supporting recruiting managers to meet legal, regulatory and our requirements
- Monitoring the consistent and effective application of this policy

8.2 **Headteachers, Managers or Senior Leaders (as appropriate) are responsible for:**

- Leading recruitment and selection processes in line with this policy and our values
- Ensuring job descriptions and person specifications are clear, accurate and used consistently throughout the recruitment process
- Shortlisting candidates objectively and fairly against the published criteria, using evidence provided within applications
- Delivering structured selection assessments and interviews that effectively evaluate suitability for the role, including safeguarding and child-centred practice
- Ensuring safer recruitment requirements are fully met
- Promoting equality, equity, diversity and inclusion throughout the recruitment and selection process
- Maintaining clear and accurate recruitment records and providing timely, constructive feedback where appropriate
- Seeking advice from the People Team where required

8.3 **All colleagues are responsible for:**

- Safeguarding and promoting the welfare of children and young people
- Complying with this policy and any safer recruitment requirements relevant to their role
- Undertaking recruitment activities only where authorised and appropriately trained to do so
- Providing fair, objective and evidence-based input when involved in recruitment processes
- Raising concerns promptly regarding safeguarding, recruitment practice or a candidate's suitability for a role
- Maintaining confidentiality and handling information in accordance with data protection requirements

9. Equality Legislation and Legal Duties

9.1 We are committed to upholding its legal obligations under the Equality Act 2010 and associated legislation, including the Part-time Workers Regulations 2000, Fixed-Term Employees Regulations 2002, Employment Rights Act 1996, and Human Rights Act 1998.

9.2 We actively promote equal opportunities and work to eliminate unlawful discrimination throughout the recruitment process. Our obligations apply to all individuals engaging with us, including:

- Colleagues
- Applicants
- Volunteers

- Agency and contract workers
- Students

9.3 The Equality Act 2010 protects individuals from discrimination based on protected characteristics, including:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

9.4 We are committed to ensuring an equitable and inclusive recruitment process, where all applicants can participate fully. We will make reasonable adjustments where appropriate to remove barriers and support individual needs. This may include changes to interview format or assessment methods, depending on individual need.

9.5 In rare cases where an occupational requirement applies, this will be reviewed and approved by the Board, with transparent documentation of the justification.

9.6 We also follow the Equality and Human Rights Commission Code of Practice, which sets out good practice in employment. While not legally binding, this code is recognised in tribunal proceedings and informs our policies and procedures.

10. Safer Recruitment

10.1 We are fully committed to safeguarding and promoting the welfare of children and young people. This commitment underpins every stage of our recruitment process and reflects our legal obligations under relevant legislation and statutory guidance, including:

- Police Act 1997
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended)
- Protection of Children Act 1999
- Education Act 2002
- Disqualification under the Childcare Act 2018
- 'Keeping Children Safe in Education' (DfE, 2026)
- Crime and Policing Act 2026
- Every stage of our recruitment processes are designed to deter, identify and prevent unsuitable individuals from working with children and young people, ensuring that only those who are safe and suitable are appointed.
- All recruitment activities must adhere to this policy and the latest 'Keeping Children Safe in Education' guidance. Recruitment decisions must be underpinned by robust vetting, verification, and safeguarding procedures.
- All colleagues involved in the recruitment process must:

- Be familiar with our Child Protection Policy
 - Read and understand the latest 'Keeping Children Safe in Education' guidance
 - Follow safer recruitment protocols consistently
- In line with the School Staffing (England) Regulations 2009, at least one member of every recruitment panel must have successfully completed accredited safer recruitment training.
 - All recruitment must be planned effectively to allow sufficient time for appropriate checks and safeguards to be undertaken without compromise.
 - All offers of employment are conditional upon the successful completion of all required pre-employment checks, as set out in Sections 12 and 13. No individual may commence employment or volunteering until all checks have been completed and deemed satisfactory.
 - This requirement also applies to volunteers, who must undergo appropriate vetting based on the nature of their contact with children and young people.
 - If at any stage it is suspected or known that safer recruitment procedures have not been followed, this must be escalated immediately to a Senior Leader (as appropriate).

11. New and Amended Posts

- 11.1 All changed/new Support Colleague job descriptions will be reviewed by a Headteacher, Manager or other Senior Leader (as appropriate), with the support of an external legal partner (as required). The People Team will format / review where required.
- 11.2 Any amendments to a Teacher's job description will be made in line with the conditions of service and the framework professional standards for teachers as set out in the School Teachers' Pay and Conditions Document.

12. Advertising

- 12.1 When a vacancy arises, the Headteacher, Manager or Senior Leader (as appropriate) will review the need for the role and submit a business case through the relevant recruitment approval process (e.g. Request to Recruit, Waiver or Contractual Change).
- 12.2 The business case must:
 - Demonstrate the operational or strategic need for the role
 - Identify any funding and budget implications
 - Confirm the proposed working hours and employment type
 - Demonstrate alignment with our priorities and workforce plans

Where a role is new or has been significantly amended, the Finance and Payroll Team will review the proposal to assess any additional costs compared to existing arrangements.

- 12.3 Recruitment requests will be considered through our recruitment approval process, including review by the Lead for People, and Chief Financial Officer (CFO) and Lead for Business, to ensure the proposed role aligns with organisational and financial requirements.

- 12.4 Requests that are complex, exceptional or require further consideration may be escalated to the Leadership Team for review and decision-making.
- 12.5 All senior leadership vacancies will be reviewed by the Leadership Team before recommendations are submitted to the Trust Board for approval.
- 12.6 Where colleagues are at risk of redundancy, an internal advertisement will be considered if appropriate.
- 12.7 There may be occasions where a colleague is identified for promotion, or where an individual is considered to have the most suitable skills for a role. In such cases, the vacancy may not be advertised. Any decision not to advertise a post will be fully documented to ensure accountability via a 'Waiver' form and reported at Board level (ARR Committee) if appropriate.
- 12.8 Senior leadership roles are generally advertised externally by default, but each case will be considered individually.
- 12.9 External vacancies will be advertised through appropriate platforms, using our advertising protocols to attract a diverse and qualified candidate pool.
- 12.10 All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

The Learning Academy Partnership is committed to safeguarding and promoting the welfare of children and young people and expects everyone to share this commitment. All appointments are subject to satisfactory safeguarding and pre-employment checks, including an Enhanced DBS check and, where applicable, a prohibition from teaching check'

- 12.11 All advertisements will also include the following statement if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020:

'This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

- 12.12 In accordance with the Public Sector Fluency Duty (Immigration Act 2016), adverts and job descriptions will specify the required standard of spoken English (or Welsh in Wales) for public-facing roles.
- 12.13 All applicants will be provided with a Recruitment Privacy Notice, which outlines how their personal data will be collected, processed, and retained during and after the recruitment process.

13. Job Description / Person Specifications

- 13.1 A job description and person specification must be in place for every role prior to recruitment. Existing documents should be reviewed and updated where necessary to ensure they reflect the current requirements of the role.
- 13.2 All job descriptions and person specifications must:
- Be up to date, accurate, and role-specific

- Clearly set out the responsibilities of the post, including safeguarding and promoting the welfare of children and young people
- Include essential and desirable criteria (such as skills, experience, qualifications, and knowledge) that are fair, proportionate, and objective, avoiding bias or unjustified barriers to inclusion.

- 13.3 Any proposed changes to a job description, including responsibilities or salary, must be discussed with the People Team before being finalised.
- 13.4 Where a job description does not already exist for a post, it is the responsibility of the appointing manager to develop one, with support from the People Team.
- 13.5 Applicants must be informed that the criteria listed in the person specification will be objectively assessed throughout the recruitment process, and may be evaluated through application forms, interviews, or other selection activities.

14. Application Form

- 14.1 All external applicants must complete our standard application form. CVs will **not** be accepted as a substitute (in line with safer recruitment requirements set out in *Keeping Children Safe in Education*) but may be submitted alongside the application for additional context.
- 14.2 We are committed to an inclusive recruitment process and will take reasonable steps to remove barriers to applying. Application forms are available in a range of formats (e.g. online, paper-based or alternative accessible versions). If you need support or adjustments to complete your application, please contact the People Team.
- 14.3 Internal applicants are asked to submit an Expression of Interest. This may include (but is not limited to):
- Why you are interested in the role and what excites you about it
 - How you would support and develop our mission, vision, and values
 - What you understand about the role and the skills or qualities you would bring
 - The impact you believe you could make in the position
 - Where you meet the person specification criteria
 - Any other relevant information related to the role

15. References

- 15.1 References form an important part of safer recruitment and help provide objective, factual information to support recruitment decisions and assess an individual's suitability for employment.
- 15.2 All offers of employment are conditional upon receipt of at least two satisfactory references. For external candidates, references will normally be obtained from the current or most recent employer, and where applicable, the most recent employer involving work with children.
- 15.3 If a candidate is unable to provide references that meet these requirements, the recruiting manager must seek advice from the People Team for appropriate next steps.

- 15.4 References must be from a suitable senior individual and include relevant information about the applicant's suitability to work with children and young people, including any disciplinary or capability concerns where appropriate.
- 15.5 References should be obtained prior to interview wherever possible, in line with Keeping Children Safe in Education (KCSIE). Where this is not possible, any concerns identified must be explored and resolved before an offer is confirmed.
- 15.6 All references must be reviewed to ensure they are satisfactory and complete. Any discrepancies, gaps, or concerns must be followed up with the referee and/or candidate and documented.
- 15.7 Open or generic references (e.g. 'to whom it may concern') will not normally be accepted unless there is a clear and justifiable reason.
- 15.8 To comply with the Equality Act 2010, information relating to sickness absence or disability will only be requested after a conditional job offer has been made.
- 15.9 If a referee fails to respond, the candidate will be asked to provide an alternative. If the candidate previously held a teaching post and is not currently employed in teaching, we will verify details with their last teaching employer or local authority.
- 15.10 For roles not involving direct contact with children, references should be requested after interview and only for the successful candidate. This helps ensure compliance with the Equality Act 2010 regarding sensitive information
- 15.11 If two satisfactory references cannot be obtained, the recruiting manager must seek advice from the People Team. Where appropriate, a documented risk assessment may be required before the individual can start.
- 15.12 Further guidance on references is set out in the Employment Reference Policy.

16. Shortlisting

- 16.1 Shortlisting will be carried out based on the criteria outlined in the job description and person specification. A minimum of two panel members must be involved, including at least one who has completed Safer Recruitment training. Ideally, the same individuals will also conduct the interviews for consistency.
- 16.2 Candidates will be scored against the essential, and where appropriate, desirable criteria using a 1–4 scoring matrix. Panel members must provide clear, evidence-based justifications for shortlisting decisions.
- 16.3 Shortlisting should be completed via iTrent. Where this is not possible, a completed shortlisting grid must be emailed to the People Team before any candidates are invited to interview.
- 16.4 Panel members are responsible for reviewing applications thoroughly, identifying any unexplained gaps in employment or other concerns related to safeguarding. These should be explored with the candidate at interview.
- 16.5 Shortlisting information will be held for a period of 6 months following the interview date.

- 16.6 All shortlisted candidates will be asked to complete a DBS self-disclosure form prior to interview.
- 16.7 Online searches will be carried out on shortlisted candidates to identify any publicly available information relevant to their suitability for the role.
- 16.8 Late applications will not generally be considered, and not once shortlisting has commenced.
- 16.9 It is unlawful to reject candidates based on protected characteristics such as disability, gender, race, religion or belief, age, sexual orientation, pregnancy or maternity, or marital status. The only exception is where an occupational requirement applies, which must be objectively justified and approved. For advice, please consult the People Team.
- 16.10 In accordance with the Equality Act 2010, employers must not ask general health-related questions before making a conditional job offer. These questions may only be asked to:
- Identify if reasonable adjustments are needed for the selection process
 - Establish if a candidate can perform an essential job function with adjustments
 - Monitor diversity
 - Support positive action to improve disability inclusion
- 16.11 Applicants will not be asked, as a matter of course, to complete generic health questionnaires as part of the application or shortlisting process.

17. Interviews

- 17.1 All shortlisted applicants will be invited to a formal interview. Interviews will normally be held face-to-face; however, alternative formats (e.g. virtual interviews) may be offered to support accessibility and inclusion.
- 17.2 We are committed to an inclusive recruitment process. Reasonable adjustments will be considered to support all candidates to participate fully, and candidates are encouraged to inform us of any requirements. Leaders should ask about reasonable adjustments sensitively, without requiring personal or medical disclosure unless freely offered.
- 17.3 Interview guidance will be provided to all candidates ahead of time to help them prepare and understand what to expect.
- 17.4 Before conducting interviews, the panel must:
- Include at least two members, with at least one trained in safer recruitment
 - Ideally reflect a diverse gender balance
 - Use the same panel members from the shortlisting stage where possible
 - Prepare:
 - A structured interview format that includes role-specific and safeguarding-related questions
 - Tasks or scenarios relevant to the role
 - Follow-up probes for employment gaps, declarations, or anomalies
 - Agree on:
 - Assessment criteria aligned to the job description and person specification
 - Which panel member will lead each section

Template interview questions and further guidance are available via the People Toolkit or the People Team.

17.5 During the interview:

- All candidates will be asked the same set of core questions, with consistent scoring and appropriate follow-ups
- Employment gaps, anomalies, and safeguarding concerns must be explored and documented
- Interview notes must be completed thoroughly and stored on the personnel file for successful candidates

17.6 Where interviews are held in person, the panel must verify original identity, right to work, and qualification documents. Scanned copies must be sent to the People Team, signed and dated to confirm they have been seen.

17.7 The purpose of the interview is to assess the candidate's suitability for the role and their ability to work safely and effectively with children and young people.

17.8 Safer recruitment requirements:

- All shortlisted candidates will complete a DBS self-declaration form regarding any criminal convictions
- Health or disability-related questions will only be asked after a conditional offer is made, in line with the Equality Act 2010
- Only unprotected convictions/cautions under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, 2013 and 2020) may be discussed
- Positive disclosures will be addressed sensitively during the interview and with advice from the People Team
- Any concerning information identified via online searches will be raised with the candidate directly during the interview

18. Decision Making, Feedback and Offers of Employment

18.1 When assessing candidates with disabilities or additional needs, the panel must consider their suitability on the basis that any reasonable adjustments or assistive equipment required for the role will be in place. Questions or discussions about adjustments must never be scored as part of the candidate's evaluation.

18.2 Panel members must complete individual scoring for each candidate. Decisions will then be reviewed collectively, alongside any other selection methods, to identify the candidate who best meets the essential criteria for the role.

18.3 The panel must ensure decisions are objective, evidence-based and clearly documented at the end of the interview notes, including recording the outcome for all candidates.

18.4 All interview documentation, including notes and scoring, must be submitted to the People Team.

18.5 Offers of employment are not typically made during the interview.

- 18.6 All candidates will be informed of the outcome of the process as soon as possible. The panel will wait for formal acceptance from the preferred candidate before notifying other applicants, unless they are clearly unsuitable for the role.
- 18.7 Every candidate will be offered meaningful feedback on their performance during the process, with reference to the job description and person specification.
- 18.8 The initial job offer will usually be made verbally and confirmed in writing within seven working days. All offers are conditional upon the satisfactory completion of employment checks, including references, right to work, DBS clearance, and any role-specific requirements.
- 18.9 Appointments must be made in accordance with our Scheme of Delegation and any internal approval processes.

19. Other Selection Methods

- 19.1 In addition to an interview, a range of selection methods may be used to assess suitability for the role. These may include activities such as teaching observations, presentations, task-based exercises or additional panel interviews.
- 19.2 Selection methods will be relevant, proportionate and appropriate to the role, and will be based on the requirements set out in the job description and person specification.
- 19.3 Candidates will be informed in advance of any additional selection methods. We are committed to an inclusive process and will consider reasonable adjustments to support participation, such as alternative formats, additional time, or use of assistive technology.

20. Level of Language Proficiency

- 20.1 Under the “fluency duty” (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English. Public facing roles are those members of teaching and support colleagues who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).
- 20.2 We will accept a range of evidence of spoken English language ability as follows:
- Competently answering interview questions in English
 - Possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad
 - Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad

21. Pre- Employment Checks

- 21.1 An offer of appointment to the successful applicant will be conditional upon the following:
- Receipt of at least 2 satisfactory written references (one of which should be their current or most recent employer if applicable)
 - Verification of identity, preferably from current photographic ID, and proof of address

- Verification of right to work in the United Kingdom
- Verification of medical fitness through Occupational Health
- Verification of qualifications where relevant
- Verification of professional status where applicable. For teachers, this will include checking induction status and any restrictions via the Teacher Services system.
- A check that the applicant is not subject to a prohibition from teaching order where they are undertaking, or may undertake, teaching work, including individuals with Qualified Teacher Status (QTS) working in non-teaching roles
- A satisfactory Enhanced DBS check, including a children's barred list check where the role involves regulated activity (see section 17)
- Confirmation that the applicant is not disqualified from providing childcare
- Satisfactory online checks
- For management positions (including trustees/board members if they are involved in management), verification that they are not subject to a section 128 direction
- For teachers, satisfactory check to determine any restrictions/sanctions that have been imposed in other EEA member states, through the provision of a letter of professional standing from the professional regulating authority in the country that they qualified
- Any further checks where the applicant has lived or work outside the UK, including receipt of criminal record information from overseas

21.2 All checks must be completed and verified prior to employment commencing. Outcomes must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

21.3 In exceptional circumstances only, and not as standard practice, an individual may start work before all checks are complete. This must be subject to a documented and robust risk assessment, appropriate safeguarding measures, must not include allowing unsupervised access to children and be approved by a Headteacher or another senior leader (as appropriate).

22. Disclosure and Barring Service (DBS) Checks – New Colleagues and Volunteers

22.1 We will carry out appropriate DBS checks before any colleague or volunteer begins work, in line with statutory guidance and the nature of the role.

Who	Definition	Type of Check
Colleagues in Regulated Activity	Activities carried out regularly (e.g. weekly or more than 3 days in any 30-day period), involve overnight stays (2am–6am), or include teaching, training, instructing, caring for or supervising children, or providing personal care. In line with the Crime and Policing Act 2026, regulated activity may also include roles carried out under supervision where there is regular or close contact with children.	Enhanced DBS with Children's Barred List check
Volunteers	The level of check will depend on the nature of the role, including frequency of	Enhanced DBS; includes children's

Who	Definition	Type of Check
	contact. Volunteers undertaking regulated activity will be subject to the same level of DBS checks as colleagues.	barred list check where the role meets the definition of regulated activity.
Chair of Trustees	Identity must be verified by a stipulated professional as per Gov.uk guidance	Enhanced DBS with identity verification

- 22.2 In exceptional circumstances only, and not as routine practice, a colleague or volunteer may start work before the enhanced DBS certificate is received. This must be supported by a clear children's barred list check (where the role involves regulated activity), a written risk assessment, appropriate safeguards (such as supervision), and approval from a Headteacher or another Senior Leader (as appropriate).
- 22.3 DBS certificates are issued to applicants only. Applicants must present the original certificate upon request for verification. The DBS number and date will be recorded in the Single Central Record (SCR). A copy may be retained for decision-making for up to 6 months, in line with data protection laws.
- 22.4 Applicants or volunteers who refuse to complete or produce a DBS disclosure will not be permitted to start. Offers will be withdrawn where checks cannot be completed.
- 22.5 Applicants may subscribe to the DBS Update Service. It costs £16 per year (free for volunteers). If subscribed, they must present their original certificate for online status checks. We do not fund the annual subscription.
- 22.6 Those already subscribed must sign a consent form allowing us to access their DBS status. A separate barred list check will still be completed.
- 22.7 It is a criminal offence for a barred individual to engage in regulated activity, or for an organisation to knowingly allow this.
- 22.8 Applicants are only required to disclose criminal records not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).
- 22.9 Criminal record information is shared strictly on a need-to-know basis, held no longer than necessary, and processed in accordance with the Data Protection Act 2018.
- 22.10 If a DBS check returns a positive disclosure, senior leadership must consult the People Team and legal partner. If the appointment proceeds, a risk assessment will be completed and retained.

23. DBS Checks – Existing Colleagues and Volunteers

- 23.1 A new enhanced DBS check, including a children's barred list check where appropriate, will be carried out where a colleague's role changes and meets the criteria for additional safeguarding checks.
- 23.2 Additional checks may be undertaken if there are safeguarding concerns. The level of check will be determined based on the nature of the role and associated risk.

- 23.3 DBS certificates are issued to applicants only. Colleagues and volunteers must present their certificate for verification where requested. Failure to do so may be managed in line with our disciplinary procedures.
- 23.4 All colleagues have a duty to inform us of any changes to their criminal record, including arrests, charges or convictions that are not protected by law. Annual self-declarations may be required. Failure to disclose relevant information may result in disciplinary action.
- 23.5 Further guidance can be found in our Disclosure and Barring Checks Policy.

24. Agency Colleagues

- 24.1 Agencies must confirm in writing that all required recruitment checks (including DBS and barred list) have been completed. This must be recorded in the SCR.
- 24.2 Agencies must receive our Managing Allegations Procedure upon engagement unless already provided.

25. Breaches of Policy

- 25.1 Breaches of this policy will be taken seriously and may result in disciplinary action.
- 25.2 Complaints about the policy or its application will be handled under our Complaints Policy or the Grievance Policy (for colleagues).

26. Contracts of employment

- 26.1 There is a statutory responsibility to give new employees written details of the main terms and conditions of employment from day one of their employment. This is known as a Statement of Particulars.
- 26.2 The type of contract and the terms and conditions of employment will be clear and appropriate for the category of job. If the contract is temporary the reason for this must be written in the contract.

27. Remuneration

- 27.1 Support colleagues will normally be appointed at the minimum of the relevant grade. In some circumstances, a higher starting salary may be agreed to reflect experience, qualifications or current earnings. This must be approved by a member of the Senior Leadership Team.
- 27.2 Teachers' remuneration will be in line with the Schools Pay Policy which correlates with the School Pay and Conditions Document.

28. Confidentiality, monitoring and data protection

- 28.1 We are committed to ensuring that this policy is applied fairly, consistently, and in a way that supports an inclusive, respectful, and legally compliant working environment including where digital systems and education technology (EdTech) are used.
- 28.2 Personal data, including special category data, may be collected, processed and stored where necessary to apply this policy. This will be done in accordance with our Data Protection Policy and applicable data protection legislation, including the UK GDPR and the Data Protection Act 2018.

- 28.3 All personal data will be handled securely and in line with our Workforce Privacy Notice, Records Management and Retention Policy, and Information Security requirements.
- 28.4 Any actual or suspected loss, breach or compromise of personal data must be reported immediately to the Data Protection Officer to allow timely assessment, mitigation and, where required, notification to the Information Commissioner's Office.
- 28.5 Colleagues are expected to treat all personal and sensitive information with strict confidentiality, sharing it only where authorised and on a need-to-know basis. Failure to do so may be managed in line with our procedures.
- 28.6 Colleagues must ensure that all personal data and sensitive information they access in the course of their work whether in paper form, electronic systems, or EdTech platforms is treated with strict confidentiality. Such information should only be shared with authorised individuals on a need to know basis. Any suspected or actual breach of confidentiality must be reported immediately to the Data Protection Officer. Breaches may lead to disciplinary action in accordance with our procedures.

29. Review of Policy

- 29.1 This policy will be reviewed annually, or earlier if there are changes in relevant legislation, statutory guidance, or internal practice.
- 29.2 We will monitor the application and impact of this policy to ensure it remains effective, equitable and aligned with our values.
- 29.3 Reviews will take account of colleague feedback, emerging best practice and any identified issues relating to fairness, inclusion or consistency, with updates made where appropriate to support continuous improvement.