



LEARNING ACADEMY PARTNERSHIP

Recruitment & Selection Policy

This policy supersedes all previous Recruitment & Selection policies

Policy Reference No	PT013
Review Frequency	Annually
Reviewed	September 2025
Next Review Date	Autumn 2026

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Amendments

Policy Date	New Version Number	Summary of change	Comments
Sep 24	V1.7	EEDI statement added (2)	
Sep 24	V1.7	KCSIE 2024 updated throughout	
Sep 24	V1.7	Updated review process for JD/PS for new or amended roles (6.1)	
Sep 24	V1.7	Updated advertising sections (7.1, 7.7)	
Sep 24	V1.7	Internal application language updated (9)	
Sep 24	V1.7	Updated shortlisting process (11)	
Sep 24	V1.7	Added paragraph – face to face interviews (12.2)	
Sep 24	V1.7	Added details of action in regard to positive disclosure (12.16)	
Sep 24	V1.7	Added details regarding recording appointment decisions (13.2)	
Sep 24	V1.7	Added online check (16.1)	
Sep 24	V1.7	Added details regarding DBS update service (17.6)	
Sep 24	V1.7	Added actions on receipt of a positive DBS disclosure (17.9)	
Sep 24	V1.7	Added DBS action for existing colleague moving into a new role within the Trust (18.1)	
Sep 24	V1.7	Added section – Transfers between academies within the Trust (23)	
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)	

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	

* Trust – Refers to all Schools, Academies & Business Support Team within the Learning Academy Partnership

* Colleagues – Refers to employees

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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 Trust People Team or your Head Teacher /Manager/Executive Head/ Member of Trust Leadership Team/Member of Trust Executive Team (as appropriate). We are committed to ensuring that all colleagues have access to our policies and can fully understand and engage with them and will work with you to provide the necessary support and resources.

2. Introduction

- 2.1 The success of the Learning Academy Partnership (the 'Trust') relies on recruiting and selecting the 'Best' people with appropriate skills, knowledge, qualifications, experience, abilities and competencies to meet current and future requirements. The Trust endeavours to recruit and select the right people in a fair, consistent, timely and cost-effective manner in line with current legislation and statutory requirements. Safeguarding sits at the heart of the Trust's recruitment and selection processes, ensuring our young people's safety is central to our recruitment and selection processes, decisions, and outcomes.

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

- 3.1 As a Trust with diverse communities and workforce we recognise every individual for their uniqueness and aim to create an inclusive culture where people can be their genuine selves in accordance with our values. We believe we are 'stronger together' and will achieve our greatest success as an organisation when every person feels included and is able to flourish. We strive to create an environment where everyone, regardless of their background, feels valued, respected and empowered to contribute to their fullest potential.
- 3.2 We have zero tolerance for any behaviours that cause harm based on identities, backgrounds, cultures, neurodivergence, and/or protected characteristics, whether real or perceived. Identity-based harm, including but not limited to discrimination, harassment, microaggressions, hate speech, and violence, is unacceptable. Such behaviours are not only damaging to the individuals targeted but also undermine the values, integrity, and inclusive culture of our Trust.
- 3.3 Where colleagues witness incidents of identity-based harm or discrimination, they are encouraged to report this via the appropriate channels. These reports will be handled sensitively, and witnesses will be supported throughout the process. The Trust will protect those who raise concerns in good faith from victimisation or retaliation.
- 3.4 We are all responsible for upholding this policy and contributing to a culture of respect and inclusion. Together, we can ensure that the Trust is a place where everyone feels valued, safe, and welcome.
- 3.5 These commitments are underpinned by our responsibilities under the Equality Act 2010, which protects individuals from unlawful discrimination and promotes equality of opportunity across all protected characteristics.

4. Purpose and Scope

- 4.1 This policy applies to all applicants and employees of the Trust.

- 4.2 Its purpose is to establish a consistent, transparent, and legally compliant framework for recruiting, selecting, and appointing individuals. It ensures unsuitable individuals are deterred or prevented from working with children, young people, and families within the Trust.
- 4.3 Not appointing the right people to our roles can have a negative impact on the performance of our Trust to ensure that recruitment effectively and efficiently supports the provision of high-quality education to the children. The Trust will ensure that recruiting managers follow this procedure, safeguarding those children and young people for whom it has a duty of care.
- 4.4 The Trust is committed to fulfilling its responsibilities under the Equality Act 2010 and other relevant legislation, ensuring all candidates are treated equitably.
- 4.5 Our recruitment and selection practices aim to:
- Attract high-quality applicants to vacancies
 - Ensure fair treatment and equality of opportunity—appointments are made solely on merit
 - Embed safeguarding and the welfare of children and young people throughout the process
 - Maintain a fair, open, and consistent approach across all recruitment activity
 - Comply with all employment and safeguarding legislation and statutory guidance
 - Ensure the efficient and effective use of resources
 - Provide candidates with clear, accurate information about the role and expectations
 - Offer equitable consideration to all applicants, regardless of background or identity
 - Recognise and develop the potential of existing staff
 - Minimise the risk of unsuitable appointments
- 4.6 The Trust People Team is responsible for regularly reviewing all policies, training, and recruitment processes to ensure compliance with legal, statutory, and best practice standards.

5. Equality Legislation and Legal Duties

- 5.1 The Trust is 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.
- 5.2 We actively promote equal opportunities and work to eliminate unlawful discrimination throughout the recruitment process. Our obligations apply to all individuals engaging with the Trust, including:
- Employees
 - Job applicants
 - Volunteers
 - Agency and contract workers
 - Students

5.3 The Equality Act 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

5.4 We are committed to making reasonable adjustments for applicants with disabilities to ensure equal access and a fair recruitment experience. Adjustments may include changes to interview formats, assessment methods, or working conditions, depending on individual needs.

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

5.6 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.

6. Safer Recruitment

6.1 The Trust is 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, 2025)

6.2 We aim to ensure that only individuals who are safe and suitable to work with children and young people are appointed to roles within the Trust. Every stage of our recruitment process is designed to deter, identify, and prevent unsuitable candidates from gaining access to our schools and settings

6.3 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.

6.4 All colleagues involved in the recruitment process must:

- Be familiar with the Trust's Child Protection Policy
- Read and understand the latest 'Keeping Children Safe in Education' guidance
- Follow safer recruitment protocols consistently

- 6.5 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.
- 6.6 All recruitment must be planned effectively to allow sufficient time for appropriate checks and safeguards to be undertaken without compromise
- 6.7 All offers of employment—whether for staff or volunteers—are conditional upon the successful completion of all required pre-employment checks, as set out in Sections 16 and 17. No individual may commence employment or volunteering until all checks have been completed and deemed satisfactory
- 6.8 This requirement also applies to volunteers, who must undergo appropriate vetting based on the nature of their contact with children and young people
7. If at any stage it is suspected or known that safer recruitment procedures have not been followed, this must be escalated immediately to a Manager/Senior Leader/Member of Trust Leadership Team/Member of Trust Executive Team (as appropriate).

8. New and Amended Posts

- 2.1 All changed/new support staff job descriptions will be reviewed by Manager/Senior Leader/Member of Trust Leadership Team/Member of Trust Executive Team (as appropriate), with the support of and external legal partner (as required). The Trust People Team will format / review where required.
- 2.2 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.

3. Advertising

- 3.1 When a vacancy arises, the relevant senior leader (e.g., Headteacher, Executive Head, Member of the Trust Leadership Team, or Trust Executive Team) will first assess whether the role needs to be filled. This assessment will include the submission of a formal business case through the appropriate recruitment request process (e.g., Request to Recruit, Waiver, or Contractual Change).
- 3.2 The business case must:
 - Justify the operational or strategic need for the role
 - Include details of funding and budgetary impact
 - Outline the proposed working hours and employment type
 - Demonstrate alignment with the Academy's and/or Trust's strategic priorities

Upon submission of the request and accompanying formal business case the proposed role will be sent to the Finance Team to calculate the associated costs.

Once this has been completed, the request will be escalated to the appropriate members of the Trust Leadership Team for further consideration, in accordance with the following procedures:

- All *Request to Recruit* submissions for newly established roles will be reviewed by the full Trust Leadership Team, who will assess the business case and determine the financial viability of the proposed position.
- All other requests, including *like-for-like Request to Recruit* submissions, will be reviewed and approved by the Chief Financial Officer (CFO) and Trust Lead for People.

3.3 All senior leadership vacancies will first be considered by the Trust Leadership Team who will take their recommendations to the Trust Board for security and final agreement.

3.4 Where colleagues are at risk of redundancy, an internal advertisement will be considered if appropriate.

3.5 There may be occasions where a member of the Trust is identified for an opportunity for promotion or that an individual has the best skill set for an internal role or part-role. Such vacancies do not always need to be advertised and would be supported by a Trust 'Waiver' form and reported at Board Level (ARR Committee).

3.6 Senior leadership roles are generally advertised externally by default, but each case will be considered individually.

3.7 Any decision not to advertise a post externally will be fully documented to ensure accountability via a Trust 'Waiver' form.

3.8 External vacancies will be advertised through appropriate platforms, using the Trust's advertising protocols to attract a diverse and qualified candidate pool.

3.9 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 its pupils and expects all those working at the Trust to share this commitment.'
All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

3.10 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 (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>

3.11 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

3.12 All applicants will be provided with the Trust's Recruitment Privacy Notice, which outlines how their personal data will be collected, processed, and retained during and after the recruitment process.

4. Job Description / Person Specifications

- 4.1 A job description must be created or reviewed for every role before recruitment begins. It should clearly define the key duties and responsibilities of the post and be tailored to the specific needs of the role. All job descriptions must include a person specification, detailing the essential and desirable criteria in terms of skills, experience, qualifications, and knowledge.
- 4.2 All job descriptions and person specifications must:
 - Be up to date, accurate, and role-specific
 - Include a clear statement of the post holder's responsibility to safeguard and promote the welfare of children and young people
 - Ensure that the criteria are fair, proportionate, and free from bias, avoiding indirect discrimination or unjustified barriers to inclusion
- 4.3 If any changes are proposed to the job description, including role content or salary level, advice must be sought from the Trust People Team prior to finalising the document.
- 4.4 Where a job description does not already exist for a post, it is the responsibility of the appointing officer to develop one, with support from the Trust People Team.
- 4.5 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 applications, interviews, or other selection activities.

5. Application Form

- 5.1 All external applicants must complete the Trust's standard application form. CVs will **not** be accepted as a substitute but may be submitted alongside the application for additional context
- 5.2 We are committed to removing barriers that could prevent individuals from completing our application form. It is available in multiple formats—online, paper-based, or alternative versions (e.g. large print, Easy Read, or screen reader-compatible) upon request. If you need support or adjustments to complete your application, please contact the Trust People Team.
- 5.3 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 the Trust's 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

6. References

- 6.1 The purpose of seeking references is to obtain objective and factual information to support the selection panels decisions.
- 6.2 All offers of employment are conditional on receiving at least two satisfactory written references. For external shortlisted applicants:

- References will be requested from:
 - The current or most recent employer
 - The most recent teaching employer (if applicable)
- Referees must be a senior individual with appropriate authority (e.g., line manager, Headteacher), and references should be confirmed by a relevant leader if they relate to disciplinary matters.
- References must include:
 - Details of any capability or disciplinary concerns within the last two years (where applicable)
 - Comments on the applicant's suitability to work with children and young people
- 'To whom it may concern' references will not be accepted unless there is a justified reason.
- References may be explored further with the referee and/or candidate if clarification is required.
- Where applicable and if the candidate consents, references will be sought from the last employer involving child-related work before interview.

If a candidate is unable to provide references that meet these criteria, the recruiting manager must consult with the Trust People Team for appropriate next steps.

- 6.3 If references are not available before the interview, any issues raised must be resolved before a formal offer of employment is confirmed.
- 6.4 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.
- 6.5 All references received will be reviewed to ensure that responses are complete and satisfactory. Referees may be contacted for further clarification where needed.
- 6.6 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, the Trust will verify details with their last teaching employer or local authority.
- 6.7 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
- 6.8 If two satisfactory references are not obtained prior to the candidates start date, a risk assessment can be completed to determine the level of risk associated with the candidate starting employment.

7. Shortlisting

- 7.1 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.

- 7.2 Candidates will be scored against the essential, and where necessary, desirable criteria using a 1–4 scoring matrix. Each panel member must provide clear, evidence-based justifications for shortlisting decisions.
- 7.3 Shortlisting should be completed via iTrent. If shortlisting via iTrent is unavailable, the completed shortlisting grid must be emailed to the Trust People Team before any candidates are invited to interview.
- 7.4 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.
- 7.5 Shortlisting information will be held for a period of 6 months from the interview date.
- 7.6 All shortlisted candidates will be asked to complete a self-disclosure form prior to interview.
- 7.7 The Trust will carry out an online search on shortlisted candidates to help identify any issues that are publicly available.
- 7.8 Late applications will not generally be considered, and not once shortlisting has commenced.
- 7.9 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 Trust People Team.
- 7.10 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
 - Determine if a candidate can perform an essential job function with adjustments
 - Monitor diversity
 - Support positive action to improve disability inclusion
- 7.11 This means that applicants will not be asked, as a matter of course, to complete generic health questionnaires as part of the application process.

8. Interviews

- 8.1 All applicants will be invited to a formal interview. While face-to-face interviews are standard, we recognise that some individuals may need an alternative format. In such cases, a video interview via platforms like Microsoft Teams, Skype, or FaceTime will be offered to ensure full accessibility and inclusion.
- 8.2 We are committed to supporting candidates with disabilities, neurodivergent conditions, or other individual needs. Reasonable adjustments, such as sharing interview questions in advance, will be considered on a case-by-case basis to reduce unnecessary disadvantage. Candidates are encouraged to inform us of any support needed. Leaders should ask about reasonable adjustments sensitively, without requiring personal or medical disclosure unless freely offered.

- 8.3 Interview guidance will be provided to all candidates ahead of time to help them prepare and understand what to expect.
- 8.4 Before conducting interviews, the panel must:
- Include at least two members (one must have up-to-date Safer Recruitment training)
 - Ideally reflect a diverse gender balance
 - Use the same panel members from the shortlisting stage where possible
 - Prepare:
 - Role-specific and safeguarding-related questions
 - Tasks or scenarios relevant to the role
 - Follow-up probes for employment gaps, declarations, or anomalies
 - Agree on:
 - A structured interview format
 - 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 Trust People Team.

- 8.5 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
- 8.6 Where interviews are held in person, the panel must verify original identity and qualification documents. Scanned copies must be sent to the Trust People Team, signed and dated to confirm they have been seen.
- 8.7 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.
- 8.8 Safer recruitment requirements:
- All shortlisted candidates will complete a 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 Trust People Team
 - Any concerning information identified via online searches will be raised with the candidate directly during the interview

9. Decision Making, Feedback and Offers of Employment

- 9.1 When assessing candidates with disabilities or additional needs, the panel must consider their suitability on the assumption 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.
- 9.2 Each member of the interview panel must complete individual scoring at the end of each interview. Scores will then be reviewed collectively, alongside any results from other selection methods (e.g. tasks, presentations), to determine which candidate best meets the essential criteria for the role.
- 9.3 The panel must:
- Clearly document the reasons for all decisions
 - Record whether each candidate is suitable for appointment, even if not selected
 - Provide objective evidence for all outcomes
- 9.4 All interview documentation, including notes and scoring, must be submitted to the Trust People Team.
- 9.5 Offers of employment are not typically made during the interview.
- 9.6 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.
- 9.7 Every candidate will be offered meaningful feedback on their performance during the process, with reference to the job description and person specification.
- 9.8 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.
- 9.9 Appointments must be made in accordance with the Trust's Scheme of Delegation and any internal approval processes.

10. Other Selection Methods

- 10.1 In addition to a face-to-face interview with the interview panel a variety of other selection methods may be used, such as:
- Observation of teaching practice in our Trust or in the applicant's current school or academy
 - One or more additional panel interviews (for example, a panel made up of children from our academies)
 - A presentation
 - In tray exercises
- 10.2 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to

the role and will be based on the requirements for the particular post as set out in the job description and person specification.

- 10.3 Applicants will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are. Candidates will be encouraged to let us know if they require any reasonable adjustments to support them—for example, additional time, the use of assistive technology, or alternative formats for written materials.

11. Level of Language Proficiency

11.1 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).

11.2 The Trust 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

12. Pre- Employment Checks

- 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 the applicant’s identity, preferably from current photographic ID and proof of address
- Verification of the applicant’s medical fitness through our Occupational Health Service Provider
- Verification of qualifications where relevant
- Verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the teacher services system
- Satisfactory enhanced DBS check (see section 17)
- For management positions (including trustees/board members if they are involved in management), verification that they are not subject to a section 128 direction by checking the teacher services system
- For teachers and other colleagues who hold QTS who are working in support staff roles, verification that they are not subject to a prohibition order by checking the teacher services system
- 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.
- A clear children’s barred list check (except supervised volunteers)

- Verification of right to work in the United Kingdom
- Any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas
- All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR)
- Confirmation that the applicant is not disqualified from providing childcare
- Satisfactory online checks

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

13.1 The Trust will carry out the following DBS checks before new colleagues or volunteers start work:

Who	Definition	Type of Check
Colleagues in regulated activity	Activities are considered regulated if conducted frequently (e.g. weekly), on more than 3 days in 30, or involve personal care (e.g. toileting, feeding)	Enhanced DBS with children's barred list check
Volunteers	All are classed as unsupervised unless a risk assessment indicates otherwise	Enhanced DBS. If in regulated activity, barred list check also required
Chair of Trustees	Identity must be verified by a stipulated professional as per Gov.uk guidance	Enhanced DBS with identity verification

- 13.2 In exceptional cases, a colleague or unsupervised volunteer may begin work before the enhanced DBS is received, but only after a clear children's barred list check and risk assessment by senior leadership, with appropriate supervision in place.
- 13.3 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.
- 13.4 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.
- 13.5 Applicants (free for volunteers) may subscribe to the DBS Update Service. If subscribed, they must present their original certificate for online status checks. The Trust does not fund the annual subscription (currently £13–£16).
- 13.6 Those already subscribed must sign a consent form allowing the Trust to access their DBS status. A separate barred list check will still be completed.
- 13.7 Applicants are only required to disclose criminal records not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).
- 13.8 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.

13.9 If a DBS check returns a positive disclosure, senior leadership must consult the Trust's People Team and legal partner. If the appointment proceeds, a risk assessment will be completed and retained.

14. DBS Checks – Existing Colleagues and Volunteers

14.1 A new enhanced DBS and children's barred list check will be completed if a colleague's role changes to include more contact with children or they move roles.

14.2 Additional checks may be undertaken if there are safeguarding concerns. This includes enhanced DBS (with or without a barred list check, depending on supervision level).

14.3 DBS certificates are issued to applicants only. Colleagues must provide their certificate if requested. Refusal will be managed through the disciplinary process.

14.4 All colleagues must report any changes to their criminal record (e.g. arrests, charges, convictions not protected by law). Annual self-declarations may be required. Failure to disclose may result in disciplinary action.

15. Agency Colleagues

15.1 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.

15.2 Agencies must receive the Trust's Managing Allegations Procedure upon engagement unless already provided.

16. Breaches of Policy

16.1 Breaches of this policy will be taken seriously and may result in disciplinary action.

16.2 Complaints about the policy or its application will be handled under the Trust's Complaints Policy or the Grievance Policy (for colleagues).

17. Contracts of employment

17.1 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.

17.2 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.

18. Remuneration

18.1 It is normal policy for support staff to be appointed to the minimum of the grade. However, it is recognised that starting salaries may need to be offered above the minimum in certain circumstances e.g., to take account of experience/qualifications or current salary levels. This should be agreed with a member of the Trust Leadership Team.

18.2 Teachers' remuneration will be in line with the Schools Pay Policy which correlates with the School Pay and Conditions Document.

19. Confidentiality, monitoring and data protection

- 19.1 The Trust is committed to ensuring that this policy is applied fairly, consistently, and in a way that supports an inclusive, respectful, and legally compliant working environment.
- 19.2 As part of the implementation of this policy, the Trust may collect, process, and store personal data — including special categories of data — in accordance with our Data Protection Policy. This will always be done in line with current Data Protection legislation, including:
- The UK General Data Protection Regulation (UK GDPR)
 - The Data Protection Act 2018
 - Any successor legislation or updates to these laws
- 19.3 We will ensure that all data collected as part of the application of this policy is handled with integrity and in accordance with the principles of transparency, purpose limitation, and data minimisation. Records will be maintained in line with our:
- Workforce Privacy Notice
 - Records Management and Retention Policy
 - Information Security standards
- 19.4 If any colleague becomes aware that personal data is at risk of compromise, loss, or has been subject to a breach, they must report it immediately to the Trust's Data Protection Officer. Prompt reporting is essential to allow for assessment, mitigation, and, where applicable, notification to the Information Commissioner's Office (ICO) within the required 72-hour window.
- 19.5 Colleagues are responsible for familiarising themselves with and adhering to all related policies, including but not limited to:
- Data Protection and GDPR Policies
 - Criminal Records Information Policy
 - Recruitment and Safer Recruitment Policy
 - Internet, Email and Communications Policy
 - Information Security Policy
- 19.6 Colleagues must ensure that all personal data and sensitive information they access in the course of their work 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 Trust procedures.
- 19.7 These policies are available through the Colleague Portal, your Head Teacher, or the Trust Business Support Team.
- 19.8 By following these expectations, we ensure that data is handled responsibly and that the Trust remains a secure and trustworthy place for colleagues and the communities we serve.
- 19.9 If colleagues are ever unsure about their responsibilities or how to respond to a potential data issue, they are encouraged to seek advice from their line manager, the Trust Business Support Team, or the Data Protection Officer without delay.

20. Review of Policy

- 20.1 This policy will be reviewed annually, or earlier if there are changes in relevant legislation, statutory guidance, or internal practice.
- 20.2 The Trust will monitor the application and outcomes of this policy to ensure it remains effective, equitable, and aligned with our Trust values.
- 20.3 Reviews will take into account feedback from colleagues, evolving best practice, and any identified gaps in fairness, inclusion, or consistency of application. Where appropriate, updates will be made to strengthen the policy and support continuous improvement across the Trust