



Fioretti Trust

Name of Policy
Safer Recruitment

<u>Safer Recruitment</u>	<u>Written By</u>	<u>Committee Responsible</u>	<u>Regularity of review</u>	NON- STATUTORY Highly recommended to be compliant with safeguarding procedures.	
	Claire Grainger	Trust Board	Bi-Annual; or more frequent if required	December 2019: Policy updated to reflect that the Trust Board has accountability for recruitment as the overall employer.	
<u>Version</u>	<u>Date Proposed</u>	<u>Date Accepted</u>	<u>Date of next review</u>	<u>Signature (Chair of Trust)</u>	<u>Reason for revision</u>
Version 0.01	3 rd December 2019	10 th December 2019	December 2021	<i>G. Allen</i> Signature on the original policy	December 2019: Policy updated to reflect that the Trust Board has accountability for recruitment as the overall employer.
Version 0.02	26 th January 2021	2 nd February 2021	Spring term 2023		Early review due to changes to DBS guidance and KCSIE January 2021 revision
Version 0.03	31 st January 2023	7 th February 2023	Spring term 2025		Updated following detailed review by Ellen Osborne – Compliance for Schools

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“Since I have **investigated** all the reports in close detail, starting from the story’s beginning, I decided to write it all out for you, most honourable Theophilus, so you can know beyond the shadow of a doubt the reliability of what you were taught.” **Luke chapter 1: verse 3**

Statement of intent

Fioretti Trust has implemented this policy to assist with recruitment and employee selection. It outlines the procedure for all levels of the recruitment process.

The safety and protection of the trust’s pupils is always at the forefront of the trust’s concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices in each school within Fioretti Trust.

Fioretti Trust has agreed and ratified this policy, to be used within each school. Although this is an over-arching trust policy, it reads as a policy for each individual school.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- Education Act 2002
- Equality Act 2010

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2022) 'Keeping children safe in education'
- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Equality Information and Objectives
- Dignity at Work Policy

Definitions

Regulated activity – includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
 - The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness

or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

- A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.

Teaching role – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are **not teaching work** for the purposes of ‘Keeping children safe in education’ (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

Standard DBS – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.

Enhanced DBS – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced with barred list check – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list.

Children’s barred list – the DBS maintains a ‘barred list’ of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

Section 128 check – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

Safer recruitment – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

Roles and responsibilities

The trustees and each local governing body are responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined in [section 1](#).
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Appointing an appropriate recruitment panel.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring a member of the trust board is on the recruitment panel for a new headteacher (in accordance to the scheme of delegation).
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE. All panel members will have read this policy and at least one member of the panel will have completed formal Safer Recruitment Training within the last 3-5 years.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.

The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements and should also include a statement to state that the post is exempt from the [Rehabilitation of Offenders Act 1974](#)
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the headteacher.
- Setting appropriate recruitment procedures, as per the scheme of delegation.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of

the school's ethos and vision, and why the candidate believes they would be a good fit for the school.

- Ensuring that the interview addresses safeguarding practices.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

The Headteacher is responsible for:

- The Headteacher will be responsible for the entire recruitment process.
- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Leading the interview (or delegating to Deputy) when the candidate is at a lower level than headteacher.

During the recruitment process, and especially during the initial stages, the recruitment panel and the Headteacher will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that don't support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment

Equal opportunities

When recruiting, the school will adhere to its Equality Information & Objectives Policy and Dignity at Work Policy.

The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.

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.

The trustees will review recruitment procedures bi-annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.

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)

Planning, advertising and shortlisting

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process. The Office Manager will oversee the recruitment checklist (appendix 1)

The trustees (for senior leadership positions as identified in the scheme of delegation) and each local governing body 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.

The job information and associated documents will be published online.

The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The recruitment panel will include a member of the local governing body, and at least two other members of staff, with the headteacher usually being one of these.

The recruitment panel will be an odd number, so majority votes can be cast.

At least one member of the recruitment panel will have successfully completed up- to-date safer recruitment training. The Trust expectation is to renew Safer Recruitment Training every 3-5 years.

The recruitment panel will create the advertisement.

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

Requests for further information from applicants are replied to promptly.

Interviews are arranged for the shortlisted candidates.

Vacancies will be advertised through external media, with due consideration to the school's Equality Information & Objectives Policy, ensuring that the advertisement reaches a wide range of groups.

Advertisements will contain a statement of commitment to ensuring equal rights.

Advertisements will include a job description, person specification and detail the closing date.

The contact details of the Office Manager and details of the application process will be clearly outlined.

Application forms will be accessible on both the school and Fioretti Trust websites.

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.

When an advert receives a response, the Office Manager will ensure that candidates receive the application pack.

The school will never accept a CV alone, only completed application forms.

When shortlisting candidates for an interview, all application forms will be considered.

At least two members of the recruitment panel will be involved in the shortlisting process.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.

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.

Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

Invitation to interview

Before interview invitations are sent, the Office Manager 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

Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the Office Manager and suitable interview times will be decided.

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 or resources they should bring.

The recruitment panel will send shortlisted candidates the self-declaration of criminal record form.

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.

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.

One of the references will be from the candidate's most recent employer.

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.

References are to be completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations) References will not be from a colleague.

Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.

Electronic references will be vetted to ensure they originate from a credible source. All references received by email, must attach a print-out of the email to the reference form.

References from internal candidates will also always be scrutinised before interview.

Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.

Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

Pre-interview checks

The recruitment panel will complete the necessary pre-interview checks. 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 to ensure Self Declaration Forms are completed by all short-listed candidates, self-declaration forms should be used to document their criminal record or any information that would deem them unsuitable to work with children, the information should not be used to determine who will be short-listed but is their opportunity to share relevant information to be discussed and considered at interview.
- Upon arrival for interview, the candidate will be asked to produce photo ID, evidence of right to work in the UK and copies of their qualifications where relevant for the role.

Digital footprints

The Trust is committed to ensuring that safeguarding is a top priority. The school will complete an Online Check prior to interview on all short-listed applicants to help any identify any incidents or issues that have happened and are available to view publicly.

This process may include a search for the candidate via:

- Google
- LinkedIn

Any concerns will be addressed during the interview process.

The interview

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.

Any concerns raised through contact with referees will be discussed with the candidate at this stage.

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.

In view of the updated DBS Filtering Guidance (November 2020) the recruitment panel will give the candidate the opportunity to declare anything in light of the requirement for a DBS check, and the school will provide candidates with filtering guidance from independent organisations.

Where applicable, and where this has not been done prior to the interview, the recruitment panel will follow up concerns regarding the content of a self- declaration form.

The candidate will be given the opportunity to discuss any concerns or ask any questions.

The candidate will be asked to physically sign their application form if this has not been previously done.

The interview will endeavour to include a face-to-face interview wherever possible; however, the recruitment panel may also request that candidates complete one or more of the following exercises:

- Role play exercises
- School council interview
- Presentations
- Group exercises
- Written exercises
- Aptitude/ability tests
- Personality questionnaires
- Getting the candidate to work in supervised activity with pupils

After the interview

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.

Interview notes and assessment materials will be held securely for a minimum of 6 months after the interviews, in line with our Data Protection regulations, in case any aspect of the recruitment process is challenged. For successful candidates, their interview notes and copy of their DBS certificate will be retained and kept securely in their personnel file.

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.

Pre-appointment checks

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity

- Obtain an enhanced DBS certificate and, for candidates engaging in regulated activity, barred list information
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available, in which case a risk assessment would also be conducted.
- Verify a candidate's mental and physical fitness 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

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

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.

The school will contact the Teaching Regulation Agency Teacher Services to check if a proposed governor is barred as a result of being subject to a section 128 direction.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [webpage](#).

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;

Note: 1st January 2021 the Teaching Regulations Agency will no longer maintain a list of EEA teachers with sanctions. Instead, teachers will be required to provide a letter of 'professional standing'.

The Head Teacher is expected to ensure that arrangements are made for suitable induction and training for all other employees new to the school.

Positive Disclosures

The trustees and each local governing body require the Headteacher to carry out the appropriate risk assessment in connection with a positive disclosure obtained through a check with the Disclosure and Barring Service.

The trustees and each local governing body expect the Headteacher, where appropriate, to take advice from the Authority's LADO Team on a positive disclosure from the Disclosure and Barring Service, or appropriate other persons as necessary and refer the matter to the relevant committee of the Governing Body if advised to do so.

Volunteers

For volunteers, if they are not engaging in regulated activity, an enhanced DBS check will be obtained – a barred list check will not be required.

If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.

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.

If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

Candidates who have lived outside the UK

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.

The DfE's [guidance on the employment of overseas-trained teachers](#) will be consulted should an overseas candidate apply for a teaching position.

Agency and third-party staff

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 all necessary checks have been completed.

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.

Trainee/student teachers

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.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.

The school will obtain written confirmation from the agency that the checks have been

carried out.

Existing staff

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.

The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.

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

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).

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.

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.

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.

The school will always check the identity of contractors and their staff on arrival. Adults who supervise children on work experience.

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.

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).

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.

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.

Governors

The trustees and each local governing body must request an enhanced DBS certificate without a barred list check on an individual as part of the appointment process for governors. An enhanced DBS certificate (which will include a barred list check) will only be requested if the governor will be engaging in regulated activity; this also applies to volunteer governors.

After the pre-appointment checks

Once the pre-employment checks have been completed, the recruitment panel will:

- Agree a start date with the candidate.
- Retain completed self-declaration forms.
- Submit contractual paperwork, including the completed DBS check, copies of identification, right to work, 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.

Single central record (SCR)

The school will maintain and regularly update the SCR.

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.

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
- 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

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.

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

A separate SCR is kept for each school. As each school holds their own SCR the trustees and members of the Trust must be listed on each SCR. (KCSIE Guidance and Part 4 of The Education (Independent School Standards) Regulations 2014 (the "**Regulations**") (as referenced in the Guidance).

Safer recruitment training

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

As a measure of good practice, the Trust will ensure that this training is renewed every three - five years.

Monitoring and review

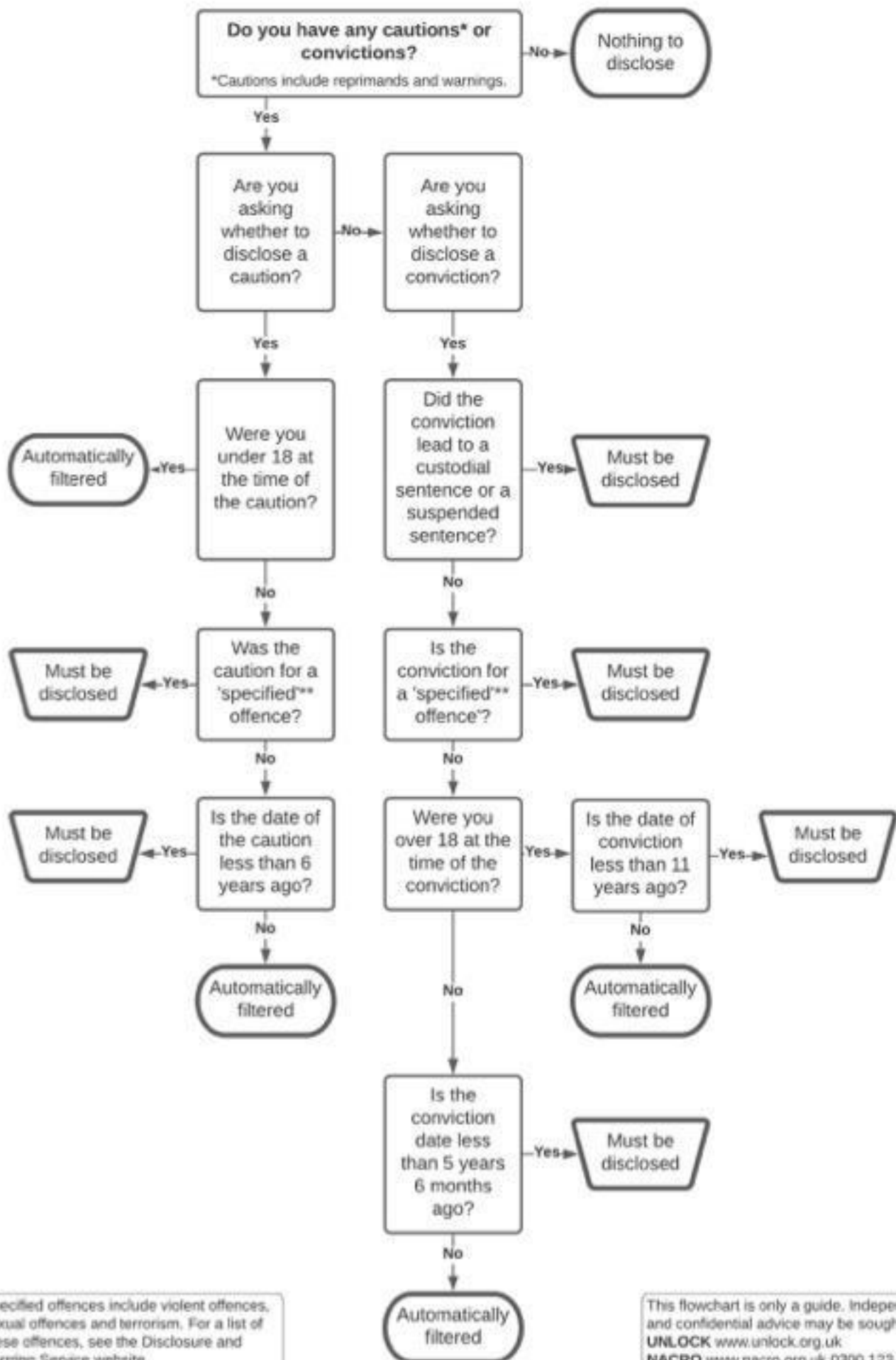
This policy is reviewed bi-annually by the trustees and shared formally with each local governing body and the headteacher.

Any changes made to this policy will be communicated to all members of staff and the Headteacher will be responsible for ensuring that staff are made aware of the updates.

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

End of Policy

DBS Filtering Rules Flowchart - What should be disclosed?



*** Specified offences include violent offences, sexual offences and terrorism. For a list of these offences, see the Disclosure and Barring Service website.

This flowchart is only a guide. Independent and confidential advice may be sought from:
UNLOCK www.unlock.org.uk
NACRO www.nacro.org.uk 0300 123 1999

Fioretti Trust

New Starter Checklist

Name: _____

Start Date: _____

Position: _____

Task	Timeline		Completed/Notes
Safeguarding	Preparation	Review FT Safer Recruitment Policy and any updates.	
Seek Approval	Approval	Send New Job Proforma to Head of Operations including the following information: <ul style="list-style-type: none"> ● Job title (new or existing) ● Fixed term/permanent ● FT/PT hours and weeks ● Grade and point ● Full time salary ● Timescales and recruitment window ● Where advertised 	
Approval	Approval	Central Team to respond to request. If approved Central Team to send standard job description.	
Agree an Appropriate Panel	Day 1	Head Teacher/Deputy (depending on vacancy)	
		Governor	
		Line Manager	
		Ensure odd number on panel and at least one member has completed formal Safer Recruitment Training in the last five years. Record name of trained panel member:	
Write Job Advert	Day 2-7	Pay Scale Agreed by HT/DHT and Central Team	
		Working Pattern Agreed	
		Application window agreed	
		Interview window agreed	
		Draft Advert (include essential information on online checks and equalities)	
		Advert Agreed by HT	
		Advert shared with panel & Central Team	
Advertise Position	Day 2-7	Internal	
		External	
		DFE website (teachers only)	
		School website vacancy page updated	
		FT website	
Shortlisting	Closure of the application window	Application forms scrutinised & shortlisted against Person Specification.	
		Unsuccessful applicants advised.	
References	References requested during application window and received	2 x Requested	
		Reference 1 Received	
		Checked, Scrutinised & Accepted	
		Reference 2 Received	
		Checked, Scrutinised & Accepted	
		Third Reference Required	Y/N

	ideally pre-interview, to allow for panel scrutiny	Reference 3 Received	
		Checked, Scrutinised & Accepted	
Pre-Interview		Date for interview scheduled	
		Interview packs for candidates created & distributed, including self-declaration form and DBS documents list.	
		Timetable for interview day drafted	
		Invites to applicants sent	
		Invites to panel sent	
		Panel to agree questions and record using standard form.	
Interview	Interview Day	Application Form to be Signed by Candidate	
		Right to Work to be checked	
Job Offer	Interview Day	Sent	
		Accepted	
		Acceptance filed	
Create HR File		Advert filed (including Job Description and Person Specification)	
		Application form checked	
		Application form filed	
		Interview notes filed	
		Email to IT to request computer/MIS/email log in details for new starter	

Pre-employment checks		Health Declaration (If not satisfactory, arrange pre-employment medical check)	Sent on Clear Y/N
		Overseas Declaration	Signed on Further investigations Y/N
		Declaration of Pecuniary Interests	
		KCSIE Childcare Disqualification Form	Relevant Y/N Completed Y/N
		DBS check initiated and docs requested	
		Right to work checks completed.	Copy of evidence signed and dated for the file
		Prohibition from Teaching check (Applicable to all staff with QTS) S128 check (where applicable)	
DBS		Identity verified	
		Documents shredded	
		DBS process completed	
		DBS received and snapshot print out filed	Clear Y/N
		Barred List Checked	
Qualifications		Qualifications received & checked	
		Teacher no. verified on Secure Access	
		Teacher claimed	
SCR		Input new starter on SCR	
Payroll		Bank Details Form Completed	
		E Payslip Registration Email Sent	
		New started advised of pay date and key details regarding pay	
EPM Portal		New Starter completed and submitted	
		Scan application, RTW & qualifications and email to HR Advisor	
		P45 Scanned and sent OR Payroll New Starter Checklist scanned and sent	
Contract		Received from EPM	
		CEO approval gained and signature added	
		Copy x2 of contract sent to new starter	
		Copy x1 of contract received from new started and filed.	
MIS		Updated	
		Log In Details Provided (if applicable)	
Emergency Contact		Next of Kin Form completed	
		File Updated	
Induction		Date Set	
		Invite Sent	
Starter Pack & Induction		Induction appointment date and time set	
		Staff Handbook Issued	
		Induction Checklist Completed and filed	
		Child Protection Training Completed	
		ID Badge Prepared	

		Access Information Given (eg Fob, Code, etc)	
		Laptop & External Hard Drive Issued	
		Email Address/Password Issued	
		Computer Username/Password Issued	
		MIS Username/Password Issued	
		Health & Safety Induction Complete	
		Asset Pro Forma completed	