

# Safer Recruitment Policy

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## Policy Statement

### Introduction

The Redhill Academy Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The trust is committed to providing a supportive and flexible working environment to all its employees. The trust recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share in this commitment.

The aims of the Trust's recruitment policy are as follows:

- To attract the best possible applicants to vacancies;
- To deter prospective applicants who are unsuitable for work with children or young people;
- To identify and reject applicants who are unsuitable for work with children and young people;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "Keeping Children Safe in Education" and the code of practice published by the Disclosure and Barring Service (DBS);
- To ensure that the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- That employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

At least two people will be involved in each recruitment process, at least one will have successfully received accredited training in safer recruitment procedures.

## 1. INVITING APPLICATIONS

- 1.1. Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:
- 1.2. The Redhill Academy Trust is committed to safeguarding and promoting the welfare of children and any appointment will be subject to an enhanced DBS and Child barred list checks, social media presence check and successful references
- 1.3. Prospective applicants will be supplied, as a minimum, with the following:
  - 1.3.1. job description and person specification if relevant;
  - 1.3.2. the Academy's child protection policy; (refer to online version on the academy website)
  - 1.3.3. the Trust's safer recruitment policy;
  - 1.3.4. an application form

## 2. Recruitment and selection procedure

- 2.1. All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.
- 2.2. Applicants will receive a job description and/or person specification for the role applied for.
- 2.3. All shortlisted applicants may be subject to a search of their online presence, including social media platforms.
- 2.4. The applicant may then be invited to attend a formal interview at which their relevant skills, experience and substantial reasons for leaving previous employments will be discussed in more detail. If shortlisted, candidates will be asked to complete a "self-declaration of your criminal record" form, this form will be considered by the interview panel and any relevant questions asked at this stage. This form will be destroyed for any unsuccessful shortlisted candidates immediately after the interview stage. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:
  - 2.4.1. the agreement of a mutually acceptable start date and the signing of a contract incorporating the Trust's standard terms and conditions of employment
  - 2.4.2. the receipt of two references (one of which must be from the applicant's most recent employer) which the Trust considers acceptable (a third reference may be requested if the applicant has lived or worked abroad for 3 months or more over the last 10 years).
  - 2.4.3. all pre-employment checks have been completed (see section 3 below) including the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.
- 2.5. If the above conditions are satisfied and the offer is accepted, then the applicant will be issued with a contract of employment as confirmation of employment.
- 2.6. All new staff appointments are subject to a six month probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the Trust is one week. The Trust also reserves the right to extend this probationary period should it deem this necessary.

## 3. Pre-employment checks

- 3.1.1. In accordance with the recommendations of the DfE in "Keeping Children Safe in Education" the Trust carries out a number of pre-employment checks in respect of all prospective employees.

### 3.2. Verification of identity and address

- 3.2.1. All applicants who are invited to an interview will be required to provide the following evidence of identity, address and qualifications:
  - 3.2.2. valid passport & current driving licence or full birth certificate;
  - 3.2.3. a utility bill or bank statement (issued within the last 3 months), or council tax or mortgage statement (issued within the last 12 months) showing their name and home address;
  - 3.2.4. documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);

3.2.5. documents confirming any educational and professional qualifications referred to in their application form.

3.2.6. Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

### 3.3. References

3.3.1. References will be taken up on short listed candidates prior to interview unless otherwise stated on the application form.

3.3.2. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. If the current or last employer was a school, this reference should be confirmed or completed by the Headteacher at that school.

3.3.3. Neither referee should be a relative or someone known to the applicant solely as a friend.

3.3.4. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and/or person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

3.3.4.1. the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record

3.3.4.2. whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)

3.3.4.3. whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people

3.3.4.4. the candidate's suitability for working with children and young people;

3.3.4.5. the candidate's suitability for this post.

3.3.5. The Trust will only accept references obtained directly from the referee on the official form with all sections completed. It will not rely on references or testimonials provided by the applicant or on open references or testimonials. Checks are made to ensure that references are received from a genuine source.

3.3.6. The Trust will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### 3.4. EU Settled Status check

3.4.1. This check will be carried out on EU nationals if applicable. The candidate will provide us with documentation which gives the Trust access to their status (similar to an update service check).

### 3.5. Teaching Prohibition/sanctions check – required for all staff

3.5.1. Teacher prohibition/sanctions orders prevent a person from carrying out teaching work in schools, sixth form colleges, and 16 to 19 academies in England. The Trust will carry out a

prohibition check on all staff prior to appointment. The check of prohibition/sanctions will be carried out using The Teaching Regulation Agency portal; teachers & others prohibited from the profession & GTCE sanctions.

### **3.6. Section 128 barring direction**

3.6.1. Such a direction prohibits or restricts a person from taking part in the management of any independent school (including academies and free schools) and, under the terms of the direction, from holding or continuing to hold office as a governor in a maintained school. Management in these circumstances includes a management position as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor or any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. The Trust will carry out a section 128 barring direction check for all governor, management/head of department positions, using The Teaching Regulation Agency – Section 128 barring direction online portal.

### **3.7. Overseas check**

3.7.1. For employees who have lived or worked abroad for 3 months or more in the last 10 years, an overseas check is required. The Trust will expect the candidate to provide evidence in the form of a good conduct certificate from the country/countries they resided in.

3.7.2. Where available, the Trust will carry out criminal records checks for applicants who have lived/worked overseas and/or may obtain a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

3.7.3. Where the above is not possible, and/or where appropriate, we may also obtain a reference from the education organisation that Teachers worked for in the country they resided in. This would take place, regardless, if that was the last employer but this could also take place if they were a less recent employer, for example, where necessary, obtaining an overseas reference as the second reference.

## **4. THE SELECTION PROCESS**

4.1. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

4.2. Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

4.3. Candidates will always be required:

4.3.1. to explain satisfactorily any gaps in employment;

4.3.2. to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;

4.3.3. to provide substantive reasons for leaving previous employments;

4.3.4. to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **5. EMPLOYMENT CHECKS**

5.1. All successful applicants are required:

5.1.1. to provide proof of identity;

- 5.1.2. to complete a DBS disclosure application and receive satisfactory clearance;
- 5.1.3. to provide actual certificates of qualifications;
- 5.1.4. to provide proof of eligibility to live and work in the UK.
- 5.1.5. to complete a medical fit for work application

## 6. INDUCTION

- 6.1. All staff who are new to the Trust will receive induction training that will include the Academy's safeguarding, code of conduct policies and guidance on safe working practices.
- 6.2. Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).

## 7. DISCLOSURE & BARRING SERVICE(DBS)

- 7.1. Due to the nature of the work, the Trust applies for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.
- 7.2. The Academy will always request an Enhanced Disclosure as described below.
- 7.3. Standard and Enhanced DBS certificates will include details of convictions and cautions (excluding youth cautions, reprimands and warnings) recorded on the PNC. PNC records relating to protected cautions and convictions will not automatically appear on the certificate. The rules regarding the automatic disclosure of convictions or cautions are set out in legislation. This states that a certificate must include the following:

<b>Disposal</b>	<b>Age when given/sentenced</b>	<b>How long ago</b>
Cautions for specified offence	18 or over	Any time
Cautions for non-specified offence	18 or over	Less than 6 years
Conviction for specified offence	Any age	Any time
Conviction resulting in custodial sentence	Any age	Any time
Conviction for non-specified offence	18 or over	Less than 11 years
Conviction for non-specified offence	Under 18	Less than 5.5 years

- 7.4. A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate, regardless of how long ago it was given. This includes where a specified offence receives a caution (but not youth cautions, reprimands or warnings). The list includes a range of offences which are serious, relate to sexual or violent offending or are relevant in the context of safeguarding. The specified offences list covers those committed in England and Wales, however, the legislation also covers equivalent offences committed in other jurisdictions including overseas when they are recorded on the PNC. It is not possible to capture a definitive list of all equivalent offences under the law of all other jurisdictions.
- 7.5. Where an individual is aware that they have committed an offence outside England and Wales which may be equivalent to an offence on the list they should seek independent expert or legal advice to ensure that they provide information that is truthful and accurate.
- 7.6. In addition to records from the PNC, Enhanced certificates may also include information taken from police records that a chief officer of a police force considers relevant to the application and ought to be disclosed, or details of whether an individual is included on one or both of our two

lists barring people from working with children and/or other vulnerable groups. The disclosure of information taken from police records is subject to [statutory guidance](#) to which the police must have regard. In considering this guidance, the police may, in principle, disclose information about offences that have been subject to filtering if they believe the information is relevant to the workforce or position applied for and ought to be disclosed.

- 7.7. If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of their inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).
- 7.8. Where Academies use staff from supply agencies, contractors etc then the Academy expects those agencies to have registered these staff with the DBS following their own policy or their own comparable policy. Proof of registration will be required before the Academy will commission services from any such organisation.

## 8. Retention and security of disclosure information

- 8.1. The Trust's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.
- 8.2. In particular, the Trust will:
  - 8.2.1. store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the Trust's senior management team or relevant staff.
  - 8.2.2. not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the Trust will not retain such information for longer than 6 months although the Trust will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
  - 8.2.3. ensure that any disclosure information is destroyed by suitably secure means such as shredding
  - 8.2.4. prohibit the photocopying or scanning of any disclosure information.
- 8.3. The Trust will comply with the provisions of the DBS code of practice, a copy of which is available on request.

## 9. Retention of records

- 9.1. If an applicant is appointed, the Trust will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the Trust to keep their details on file.

## 10. Queries

- 10.1. If an applicant has any queries on how to complete the application form or any other matter they should contact the individual Academy directly.