

**includEd Learning**

**Independent Specialist Education Provider**



# SAFER RECRUITMENT SELECTION AND INDUCTION POLICY

### INCLUDED LEARNING CENTRE

The Head of Centre who has ultimate responsibility for safeguarding is: Noreen Khan  
In their absence, the authorised member of staff is: Paul Dearden

### Key Staff and Roles

Name	Role	Location and/or Contact Phone Number
Noreen Khan	Head of Centre Designated Safeguarding Lead	8 Alexandra Rd South Manchester M16 8ER  07380 292211
Paul Dearden	Deputy Head of Centre Deputy Designated Safeguarding Lead	8 Alexandra Rd South Manchester M16 8ER  07380 484818
Adeel Kean	Assistant Head - Pastoral Lead Deputy Designated Safeguarding Lead	8 Alexandra Rd South Manchester M16 8ER  07473 397346
Ann Hardy	SENDSCO	8 Alexandra Rd South Manchester M16 8ER  07473 397283

### Key Members of Advisory Panel

Jehangir Karim	Chair of Advisory Panel	07380 292211
Katrina Garg	Safeguarding Lead	07380 292211

Under the Public Sector Equality Duty, includEd Learning has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. IncludEd Learning will take into account equality considerations when policies are being developed, adopted and implemented.

# Essential Safeguarding Leads

## **CHILD PROTECTION AND SAFEGUARDING PROCEDURE**

Our procedure if there is a concern about child welfare or safeguarding is:

Head of Centre/DSL: Noreen Khan

MSPRU - DSL/Pastoral Officer - 0161 696 7955

Children's Services Advice & Guidance Helpline/Referrals: 0161 234 5001

Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977

National Society for the Prevention of Cruelty to Children (NSPCC): 0808 800 5000

Local Authority (LA) Safeguarding in Education Team: 0161 245 7171

## **MANAGING ALLEGATIONS PROCEDURE**

Our procedure if there is an allegation that an adult working or volunteering with children has harmed a child or that a child is at risk from an adult working or volunteering with children is :

Head of Centre: Noreen Khan

MSPRU Head Teacher: Colin Rigby

Chair of Advisory Panel: Jehangir Karim

LADO (sometimes referred to as the Designated Officer or DOLA): 0161 234 1214

NSPCC Whistleblowing Helpline: 08000 280 285

## **WHISTLEBLOWING PROCEDURE**

Our Whistleblowing procedure if staff and volunteers are aware of poor or unsafe practice, a breach of the code of conduct, and or potential failings in our safeguarding regime internally or externally:

Head of Centre: Noreen Khan

MSPRU Head Teacher: Colin Rigby

Chair of Advisory Panel: Jehangir Karim

NSPCC Whistleblowing Helpline: 08000 280 285

## **KEEPING CHILDREN SAFE IN EDUCATION, PART 3 SAFER RECRUITMENT**

We will adhere to the advice regarding all aspects of safer recruitment, including pre-employment checks and DBS checks as detailed the documents below:

See KCSiE Part 3 (p52-86) [Keeping Children Safe in Education 2023](#)

See Factual Note on regulated Activity in Relation to Children

[Factual Note on Regulated Activity in Relation to Children](#)

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## → 1. Introduction and Policy Statement

IncludEd Learning will continue to operate a safe recruitment, selection and staff induction policy, in order to deter, reject, or identify people who are not suitable for the role concerned, to work at IncludEd Learning, to work with children or to work in a special educational environment.

IncludEd Learning serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe. We acknowledge that our students have a range of very complex needs including SEMH and therefore we keep the needs of the student at the heart of all decisions. We will, therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.

## → 2. Summary of Safeguarding Procedures

This policy applies to all staff, employment agencies and any others who take any part in IncludEd Learning's recruiting selection and induction of staff, whether they are paid or unpaid.

It also applies to volunteers and to anyone else who works or wishes to work at our school.

If there is a concern about child welfare or safeguarding, our procedure is set out below and all staff, volunteers and visitors are expected to follow it.

If a child makes a disclosure to you

- Listen to them. Allow them time to talk freely and do not ask leading questions.
- Stay calm and do not show that you are shocked or upset.
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it. Tell the DSL without delay. Record the incident on CPOMS as soon as possible and at least within the working day. (See Manchester CPOMS Policy for further details.)
- If the DSL for your site is not available, you must contact the Deputy DSL for your site or another DSL listed on page 2.
- Alternatively, if appropriate, as in there is immediate and urgent danger to the child, make a referral to children's social care and/or the police directly (see 5.2), and tell the DSL as soon as possible that you have done so.

### **Contact telephone numbers**

- Early Help Hubs:

North 0161 234 1973 / Central 0161 234 1975 / South 0161 234 1977

- Social Care Advice & Guidance Service: 0161 234 5001

- Complex Safeguarding Hub Advice Line: 0161 226 4196

- MCC Safeguarding in Education Team: 0161 245 7171

## → 3. Recruitment and Selection Process

### **KEEPING CHILDREN SAFE IN EDUCATION, PART 3 SAFER RECRUITMENT**

We will adhere to the advice regarding all aspects of safer recruitment, including pre-employment checks and DBS checks as detailed in KCSiE Part 3 and the DFE definitions of regulated activity.

The aims of this policy are:

IncludEd Learning will ensure that potential applicants are given the right messages about the school's/college's commitment to recruit suitable people.

Our safeguarding culture permeates all that we do and we actively promote the welfare of children in our school. As part of this culture, we employ robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying or securing employment, or volunteering within our school.

Our Advisory Panel/proprietors ensure that those involved with recruitment and employment of staff to work with children have received appropriate safer recruitment training, refreshed every 3 years

Our Advisory Panel/management committee ensure that at least one person who conducts an interview has completed safer recruitment training

#### **Advert**

Before commencing with an advert for a post, we will have considered the skills, abilities, experience, attitude and behaviours required and develop an appropriate job description and person specification.

We will also be clear about the safeguarding requirements for the post such as to what extent there will be contact with children and whether the postholder will be engaging in regulated activity relevant to children (see section 2.)

The advert will include

- The school's commitment to safeguarding and promoting the welfare of children and make it clear that safeguarding checks will be undertaken;
- The safeguarding responsibilities of the post as per the job description and person specification, and
- Information about whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974, protected and filtered offences awareness and how to find information about this. (Appx 1 and 2)

### **Application forms**

Where a role involves engaging in regulated activity relevant to children, we will include a statement in the application form (or elsewhere in the application package) that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relating to children.

We will also provide a copy of, or link to, our child protection policy and other practices or policies regarding the employment of ex-offenders in the application package

The application form will require provision of

- i) Personal details, current and former names, current address and national insurance number
- ii) Details of their present (or last) employer and reason for leaving.
- ii) Full employment history since leaving school, including education, employment and voluntary work and also include reasons for gaps in any employment.
- iii) Qualifications, the awarding body and date of award.
- iv) Details of referee/references.
- v) A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification
- vii) A signature to declare that the information given is true and complete, and dated. Where there is an electronic signature, shortlisted candidate will be required to physically sign a hard copy of the application at point of interview)

(Copies of a cv will only be accepted alongside an application form as on its own will not provide adequate information).



## **Shortlisting**

We will have at least two people involved in the process of scrutinising applications and shortlisting candidates, and these people will also be involved in the interviews.

We will take time to scrutinise the applications carefully (returning any forms not fully or properly completed) and identify gaps in history or discrepancies or inconsistencies.

We will apply the same criteria from the person specification to each applicant consistently. We will record objective evidence about the extent to which each candidate meets the criteria. We will explore any potential concerns.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children (Appx 3).

The self-declaration will be used to discuss any significant concerns before the DBS is received.

We will carry out an online search of publicly available material as part of due diligence on all shortlisted candidates. The invitation to interview will inform all candidates that this check will be undertaken and it will involve a set number of limited checks as set out in the Appendix (Appx 4).

## **Employment history and references**

We will obtain references before interviews from the referees supplied in the application form. We will not accept open references, e.g. to whom it may concern.

We will not rely on applicants to obtain their references.

Our reference requests will ask for factual details, not opinions, about the applicant's suitability to work with children and details of substantiated concerns/allegations that meet the harm threshold (Appx 5).

We will ensure we receive a reference from the candidate's current employer that has been completed by a senior person with appropriate authority. If the referee is school or college based, the reference will be confirmed with the headteacher/principal as accurate in respect of any disciplinary investigations.

We will obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.

We will secure a reference from a relevant employer from the last time the applicant worked with children, if they are not currently working with children or from a current employer if the applicant has never worked with children.

We will always verify any information with the person who provided the reference. We will ensure electronic references originate from a legitimate source.

We will contact referees to clarify content where information is vague or insufficient information is provided.

We will compare the information on the application form with that in the reference and take up any discrepancies with the candidate.

We will establish the reason for the candidate leaving their current or most recent post.

We will ensure any concerns raised in the references are resolved satisfactorily before appointment is confirmed.

## **Selection**

We use a range of selection techniques to identify the most suitable person for the post including finding out what attracted the candidate to the post and their motivation for working with children, exploring skills and asking for examples of their experience working with children, and probing any gaps in employment or where the candidate has moved or changed employment/location frequently.

We will use the interview to explore any areas of concern and to determine the applicant's suitability to work with our children. This includes any past disciplinary action or substantiated allegations.

Our training will keep us alert to any implication that adults and children are equal (in feelings and friendships), a lack of understanding about the vulnerability of children, inappropriate idealisation of children, inadequate understanding of appropriate boundaries between adults and children and indicators of negative safeguarding behaviours.

IncludEd Learning will ask for evidence that the candidates meet the cultural fit statement of the school.

All information considered in decision making will be clearly recorded along with the decisions made. Where appropriate, pupils might be part of the selection process, however given this is not part of the standard recruitment process.

## → 4. Pre-Appointment and Vetting Checks, Regulated Activity and Recording of Information

We adhere to the legal requirements which must be carried out when appointing individuals to engage in regulated activity relating to children.

The Education and Training (Welfare of Children) Act 2021 extended safeguarding provisions to providers of post 16 education – 16-19 Academies, Special post-16 institutions and Independent Training Providers.

All offers of appointment will be conditional until satisfactory completion of mandatory pre-employment checks. These are

- Identity – birth certificate (Appx 6);
- Enhanced DBS, including children's barred list information, for those engaging in regulated activity with children (Appx 7);
- Separate children's barred list check if individual will start work before DBS is available;
- Verify candidate's mental and physical fitness to carry out the role;
- Verify the person's right to work in the UK, including EU nationals (Appx 8);
- Further checks on individuals who have lived or worked outside the UK (Appx 9-13). Where these are not available after making attempts to obtain them, we will seek any alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment
- Verify professional qualifications using TRA Employer Access Service

In addition,

- Independent schools, including academies and free schools will check that a person taking up a management position is not subject to a s128 direction made by the Secretary of State.
- We will check/take reasonable steps (schools/colleges) that an applicant employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State.

### **Moving from a post**

We are not required to obtain an enhanced DBS or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked

in a school in England in a post which brought them regularly into contact with children, or to which the person was appointed on or after 12.05.2006 and which did not bring the person regularly into contact with children, or in another institution in the further education sector (or 16-18 academy) which brought the person into contact with children for educational provision. However, we will consider whether it is appropriate to request an enhanced DBS to ensure we have up to date information.

### **Regulated Activity**

We consider a person to be engaged in regulated activity with children if they:

- Will be responsible on a regular basis in school or college, for teaching, training, instructing, caring for or supervising children.
- Will be working on a regular basis in a specified establishment, such as school or in connection with the purposes of the establishment, where the work gives opportunity for contact with children.
- Engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.
- See Appx 16 for further regulated activity detail.

### **Single central record**

We maintain a single central record of pre-appointment checks which covers the following people:

- Schools – all staff including teacher trainees on salaried routes, agency and third party supply staff, even if they work for one day.

We must record, in terms of staff members, that checks have been made on the following information including the date on which each check was completed or certificate obtained

- i) Identity check
- ii) A standalone children's barred list check
- iii) An enhanced DBS check (with children's barred list check) with date of request and date certificate provided
- iv) A prohibition from teaching check
- v) Further checks on people who have lived or worked outside the UK
- vi) A check of professional qualifications, where required
- vii) A check to establish the person's right to work in the UK

We will remove an individual's details from the single central record once they no longer work at the school or college.

We are free to record any other information we deem relevant and this may include:

- i) Whether staff have been informed of their duty to disclose relevant information under childcare disqualification arrangements;
- ii) Checks made on volunteers;
- iii) Checks made on Advisory Panel members;
- iv) The name of the person who carried out each check;
- v) We keep our single central record in electronic form;

We do not routinely keep copies of DBS certificates but if we choose to retain a copy, with good reason, this will not be for longer than six months. When information is destroyed, we may keep a record that the vetting was carried out, the result and the recruitment decision taken.

We will keep a copy of other documents used to verify the candidate's identity, right to work and required qualifications in their personnel file.

## → 5. Interviews

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children with SEBD, challenging behaviour and complex needs. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. A taster day will normally be conducted concurrently with the interview in order to confirm a candidate's suitability to work within the school, before a final offer of employment is made.

### **Interview Panel**

Selection will be carried out by a panel with at least two members but preferably with three. This will normally include the Head of Centre, the Deputy Head of Centre and one member of the Advisory Panel. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by DFE. The members of the panel will have the necessary authority to make decisions about appointments. The panel will meet before the interviews to:

- a) Reach a consensus about the required standard for the job to which they are appointing.
- b) Consider the issues to be explored with each candidate and who on the panel will ask about each of those (the use of the standardised interview question sheets is recommended).
- c) Agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Scope and conduct of the Interview. Interviews will be conducted in accordance with recommendations on practice from the HR Office. In addition to assessing and evaluating the applicants' suitability for the particular post the interview panel will also explore:

- a) The candidate's attitude towards children and young people.
- b) The candidate's understanding of and likely compliance with staff.

## → 6. Other checks that may be necessary for staff, volunteers and others, including the responsibilities on schools and colleges for children in other settings

### **Agency and third party supply staff**

We will undertake written notification from any agency, or third party organisation, that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school.

In respect of the enhanced DBS check, we will ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.

If an agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at our school, which has disclosed any matter or information, or any information was provided to the employment business, we will obtain a copy of the certificate from the agency.

Where the position requires a children's barred list check, this will be obtained by the agency or third party by obtaining an enhanced DBS certificate with children's barred list information prior to appointing the individual.

We will check that the person presenting themselves for work at school is the same person on whom the checks have been made.

### **Contractors**

Where we use contractors to provide services, we will set out our safeguarding requirements in the contract between the school and the organisation.

We will ensure any contractor, or employee of the contractor, working at the school, has been subject to the appropriate level of DBS check. Those contractors engaged in regulated activity with children will require an enhanced DBS check, including children's barred list information. Those not engaged in regular activity relating to children, but whose work provides them with an opportunity for regular contact with children, will require an enhanced DBS check not including children's barred list information.

In cases where the contractor does not have opportunity for regular contact with children, we will decide whether a basic DBS will be appropriate.

We will not allow a contractor, on whom no checks have been made, to work unsupervised or engage in regulated activity. We will determine the appropriate level of supervision required, depending on circumstances.

If a contractor is self-employed, we will consider obtaining the DBS check.

We will always check the identity of a contractor on arrival at school.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by school, we will ensure all necessary checks are carried out and obtain an enhanced DBS check with children's barred list information.

Where trainee teachers are fee funded, the training provider will carry out the necessary checks and we will obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. We may choose to record this information under non-statutory information.

### **Visitors**

Visitors provided by a third party will need to comply with agency and third-party requirements.

We will not ask for DBS checks or barred list checks for visitors such as children's relatives or those, for example, visiting a sport's day. However, our Head of Centre will decide on the level of escort or supervision required by such.

Visitors in a professional capacity such as social workers and educational psychologists will have their identity checked and give assurances that they have the appropriate DBS check or their employers will give this reassurance. We will not ask to see certificates in these circumstances.

External organisations will be given careful consideration as to the suitability of their presentation and resources for our children and we will assess as appropriate the educational value and age appropriateness of their content and decide if relevant checks will be required.



## **Volunteers**

We will not allow a volunteer, on whom no checks have been made, to be left unsupervised or allowed to work in regulated activity.

We will undertake a written assessment and use our professional judgement and experience to decide what checks, if any, are required for the volunteer to carry out their specific tasks. These will include:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision required;
- What we know about the volunteer, including formal and informal information from staff, parents and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability;
- Whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity;
- The details of the risk assessment will be recorded.

We will obtain an enhanced DBS check, including children's barred list information, for all volunteers who are new to working in regulated activity with children ie, where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis in schools and colleges. We are not permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

To determine the level of supervision required, we will have regard for the statutory guidance in Annex E in KCSiE 2023 (Appx 174)

Volunteers do not have to be re-checked if they have already had a DBS check. However, we will consider obtaining a new check at the appropriate level if we have any concerns about the person.

## **Maintained School Advisory Panel**

Our Advisory Panel are required to have an enhanced DBS check and the Advisory Panel will apply for this.

Governance is not a regulated activity relating to children so the Advisory Panel do not need a children's barred list check unless they also engage in regulated activity in addition to governance duties.

We will also carry out a s128 check for the Advisory Panel because a person prevented from participating in the management of an independent school by a s128 direction is also disqualified from being a governor/advisory panel member of a maintained school. We can store this check in our single central record as non-statutory information.

### **Alternative Provision**

Most of our pupils are dual rolled with us and it is extremely unlikely that we would commission any alternative provision for any of our single rolled pupils. However, should we place a pupil with an alternative provision provider, we know that we would remain responsible for the safeguarding of that pupil and will ensure the provider meets the needs of the pupil, including obtaining written information that appropriate safeguarding checks have been carried out on individuals working at the establishment.

### **Adults who supervise children on work experience**

Where we organise work experience placements for our children, we will ensure the placement provider has policies and procedures in place to protect our children from harm.

Children's barred list checks via the DBS may be required on some people who supervise a child under 16 on a work placement experience and we will give specific consideration to nature of supervision and the frequency of the activity being supervised to determine what, if any, checks are necessary.

If the pupil's supervisor is engaging in regulated activity by virtue of performing that role, we will seek assurance that this person is not a barred person.

We are not able to request an enhanced DBS with children's barred list information for staff supervising children aged 16-17 on work experience.

If our pupils are engaged in work experience in a school or college with the opportunity for contact with other children, this may be considered as regulated activity and we will consider if an enhanced DBS check should be requested if they are 16 or over.

We are not able to request DBS checks for children under 16.

### **Children staying with host families/private fostering**

Depending on circumstances, such as foreign exchange visits or a sports tour, some children may be provided with care from a host family in the UK. If this amounts to 'private fostering', when a child under 16, or 18 if the child has a disability, is provided with care and accommodation by a person who is not a parent, person with parental responsibility or relative in their own home which last for more than 28 days, we will notify the local authority to check the arrangement is suitable and safe (if we are not involved in the arrangements). (Appx 18).

## → 7. How we ensure the ongoing safeguarding of children and our legal reporting duties as employers

Our Advisory Panel, proprietors and all staff demonstrate a continuing commitment to the safety and welfare of our children beyond the recruitment process and this is embedded in all of our processes and procedures therefore ensuring safety and welfare are enshrined in our ethos.

We have processes in place for continuous vigilance which deters and prevents abuse and challenges inappropriate behaviour.

We have created a culture and environment where staff feel comfortable to discuss matters which may have implications for the safeguarding of our children. All our staff understand the process and procedures to follow if they have a safeguarding concern about another staff member

We will carry out new checks on existing staff in certain circumstances:

- Where an individual moves from an activity that was not regulated into a post which is considered to be regulated activity with children. In colleges this is where an individual moves from a post that did not involve the provision of education to one that does.
- Where there has been a break in service of 12 weeks or more.
- Where there are concerns about an individual's suitability to work with children.

### **Duty to report to the Disclosure and Barring Service**

If an allegation is made and investigated, and has foundation, we will ensure we have consulted the referral duty criteria in the DBS referral guidance. (Appx 19).

We have a legal duty to make a referral to the DBS where we remove an individual from regulated activity and believe the individual has:

- Engaged in relevant conduct in relation to children and/or adults, and/or
- Satisfied the harm test in relation to children and/or vulnerable adults, and/or
- Been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence. (Appx 20)
- The DBS will consider whether to bar the individual.

**Duty to consider referral to the TRA**

If a teacher is dismissed or we cease to use their services, because of serious misconduct, or might have dismissed them had they not left first, we will consider whether to refer the case to the Secretary of State as required by sections 141D and 141E of the Education Act 2002. (Appx 21).

The Secretary of State will investigate and make the decision.

## → 8. Equal Opportunities

The school is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. The school will consider equal opportunities as a core consideration for all its activities.

## → 9. Induction Process

All new staff will be required to undergo an Induction process, irrespective of past experience or employment status. This must be done as quickly as is practical, in accordance with IncludEd Learning's Induction Checklist.

## → 10. Probation

All new staff will normally be on probationary terms for a period of 6 months, at the discretion of the Head of Centre. If at any time during a probationary period (or afterwards), any member of staff is deemed unsuitable for Safeguarding reasons, then they will with immediate effect be allowed no further contact with children.



## → 11. Monitoring the Effectiveness of this Policy

It is important that this policy is implemented effectively. Compliance will be checked annually.

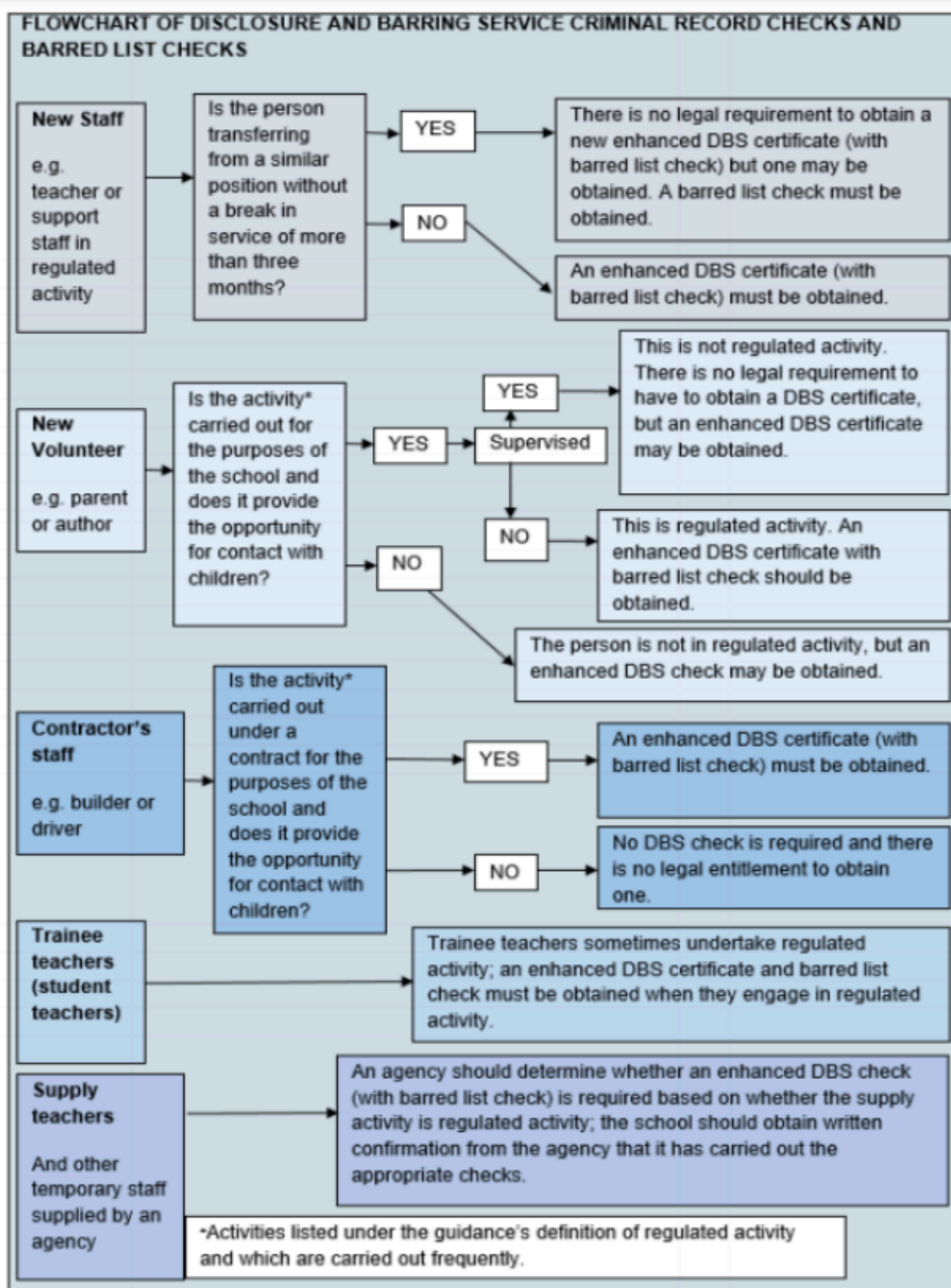
**Date of Adoption: September 2025**

**Date of Review: September 2026**

## → Appendix 1: Recruitment Checklist

Policy and Procedure	In Place	Not in Place	In Progress	Notes
Safer Recruitment Policy updated and monitored on a regular basis	✓			
Consistency in recruitment procedures applied to all categories of employment	✓			
Use of application Form	✓			
Use of Job Description & Person Specification	✓			
Referees asked to specifically comment on suitability of applicant	✓			
Two written references taken up	✓			
One member of panel to examine references prior to interview	✓			
References followed up by a telephone reference	✓			
References to be obtained for volunteers/supply/agency staff	✓			
Questions asked on applicants child protection awareness	✓			
Explanation of gaps in employment	✓			
Proof of identity sought – originals not copies	✓			
Academic qualification checked – originals not copies	✓			
Medical clearance prior to employment	✓			
No employment until DBS Certificate has been completed and original disclosure received	✓			
Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers	✓			
Panel interviews undertaken	✓		✓	Panel Interviews for Support staff, some panel interviews for Teaching staff.
Formal induction programme undertaken	✓			
Child Protection training / issue of Child Protection policy, Code of Conduct and Part One of KCSIE to new employee	✓			

## → Appendix 2: DBS Flowchart



## → Appendix 3: Appointment Checklist

### Appointment Checklist for New Staff

Name of Employee	
Job Title	
Department	
Start Date	
End Date (if applicable)	

<b>PROOF OF ELIGIBILITY AT INTERVIEW STAGE</b>	<b>Completed Signature</b>	<b>Date/Comment</b>
Application Form		
Confidential Disclosure Form		
Applicant Monitoring Form		
CV		
ID checked and copied		
Qualifications checked and copied		
1st reference received		
2nd reference received		
DBS application completed & checked		
<b>JOB OFFER DOCUMENTATION ISSUED</b>	<b>Completed Signature</b>	<b>Date/Comment</b>
Letter of appointment		
Contract of employment signed		
DBS form (if not completed at interview)		
Health questionnaire		
Pension Explanatory Notes		
Job Description signed		
Staff contact form		
Acceptable Use Policy		

<b>HR COMPLIANCE CHECKS</b>	<b>Completed Signature</b>	<b>Date/Comment</b>
DBS posted for processing		
DBS disclosure received and logged		
Overseas certificate of good conduct received		
List 99 check completed		
Prohibition check completed		
Risk assessment completed (if applicable)		
Signed offer/contract received		
Health questionnaire received		
Disqualification disclaimer received (if applicable)		
References verified by phone		
Child Protection training certificate received		
Prevent training certificate received		
Induction pack issued		

## → Appendix 4: Useful Links

1. [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](#)
2. [DBS filtering guide - GOV.UK \(www.gov.uk\)](#)
3. [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](#)
4. [FAQs: How to carry out KCSiE online checks | Education Law](#)
5. [How to prove and verify someone's identity - GOV.UK \(www.gov.uk\)](#)
6. DBS checks – see KCSiE p63 [Keeping children safe in education 2023 - GOV.UK](#)
7. [Checking a job applicant's right to work - GOV.UK \(www.gov.uk\)](#)
8. [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](#)
9. [Regulated professions database - European Commission \(europa.eu\)](#)
10. <https://cpq.ecctis.com/>
11. [Recruit teachers from overseas - GOV.UK \(www.gov.uk\)](#)
12. [Qualified teacher status \(QTS\): qualify to teach in England - GOV.UK \(www.gov.uk\)](#)
13. [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018 \(legislation.gov.uk\)](#)
14. [Disqualification under the Childcare Act 2006 - GOV.UK \(www.gov.uk\)](#)
15. [Regulated activity in relation to children.pdf](#)
16. [Keeping children safe in education 2023.pdf](#)
17. [Children Act 1989: private fostering - GOV.UK \(www.gov.uk\)](#)
18. [DBS barring referral guidance - GOV.UK \(www.gov.uk\)](#)
19. [Making barring referrals to the DBS - GOV.UK \(www.gov.uk\)](#)
20. [Teacher misconduct: referring a case - GOV.UK \(www.gov.uk\)](#)