

# DDAT

Derby Diocesan Academy Trust



Stanley Common Church of England  
Primary School

## **Recruitment and Selection Policy**

### **September 2023**

**Policy approved by the Trust Board on:**

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## **1. Introduction**

The Recruitment and Selection Policy applies to all potential candidates and existing staff within Derby Diocesan Academy Trust (referred to within this policy as DDAT). The policy is not contractual and may be varied by the Trust following consultation with recognised Trade Unions. It has been implemented following consultation with all recognised Trade Unions.

The purpose of this policy is to set out DDAT's approach to ensuring it is effectively resourced to meet the needs of the schools and the Trust.

This policy should be read in conjunction with the latest DfE statutory guidance: Keeping Children Safe in Education (updated annually) and DDAT's DBS & SCR Policy. This policy details the recruitment processes for paid employment positions within the Trust and its schools. Further information and guidance on the appointment of volunteers, contractors, governors, agency and third-party staff, trainee/student teachers, and checks to be made on other individuals in schools / Trust can be found in Keeping Children Safe in Education and the school's Child Protection and Safeguarding Policy.

## **2. Scope**

Recruitment and selection is the process of identifying the need for a job, defining the requirements of the role, placing an advert and identifying the most suitable candidate for the role.

## **3. Aim and Key Values**

Our aim is to ensure that DDAT has a skilled and motivated workforce able to contribute to the improvement within our schools, ensuring pupils are always the priority and with safeguarding at the forefront of any decision-making. DDAT provide a range of employment opportunities and recruitment initiatives to encourage people from all communities and backgrounds to work for DDAT to ensure we are best equipped for the needs of our schools / Trust.

Our commitment to offering our children and young people life in all its fullness means that we recruit on merit and ensure the best person is recruited into each position in all circumstances.

All job vacancies are advertised openly either internally within school or both internally and externally on the DDAT website, GOV.UK Teaching Vacancies website, national publications (where appropriate), and on the relevant Local Authority website so that we reach the widest field of applicants whilst promoting equality of opportunity.

We aim to be an employer of choice and ensure that roles are advertised to the widest audience possible. However, there are times when vacancies will only be advertised internally where this is in the best interests of our existing employees (for example to mitigate against redundancies in a restructure process) and the needs of the Trust.

#### **4. Roles and responsibilities**

Subject to the appropriate delegation levels as outlined in the DDAT scheme of delegation, Headteachers / Executive Headteachers / CEO (or their appointed representative), School Business Managers and Governors will lead in making appointments other than Headteachers / Executive Headteachers posts, in which case the central team will lead the process. They must ensure that they find the most effective way of resourcing the roles in their School / Trust and that the equality and diversity principles have been followed throughout the recruitment and selection process.

The interview panel should comprise of a minimum of two, but ideally three panel members of whom at least one must hold a valid Safer Recruitment certificate. Any person with a personal or pecuniary interest in the appointment of a particular applicant must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making.

The DDAT HR team will provide guidance on resourcing and advertising. The DDAT HR team, along with the DDAT Finance Team will oversee and assist with the recruitment to and management of the apprenticeship scheme.

All DDAT Central team and Headteachers / Executive Headteachers appointments will involve at least one Senior member of the DDAT Executive Team (CEO, Deputy CEO, CFO, COO) on the panel and will be advised and support on the process by the DDAT HR team.

The Trust is committed to safeguarding and promoting the welfare of children and these recruitment procedures are in line with relevant safeguarding requirements, in particular the Department for Education's "Keeping Children Safer in Education".

The Education (Review of Staffing Structure (England) Regulations 2005 places a duty on the relevant body to review the school's staffing structure and prepare an implementation plan in accordance with this regulation.

Any amendments to the staff structure should be discussed with the DDAT HR and Finance team before consultation with staff and the recognised Trade Unions.

All jobs will be considered for part-time/flexible working in line with the needs of the school and its pupils / Trust.

## **5. Pre-Recruitment - Resourcing Solutions**

There are a number of possibilities for schools / Trust to consider when a vacancy occurs.

Schools / Trust should consider if it is a true vacancy and if the vacancy should be covered on a like – for – like basis or if the role could be recruited to in an alternative way e.g. same hours over more days, more hours over less weeks or less hours depending upon circumstances.

Job evaluation: Schools / Trust should check that the duties and responsibilities of a vacant position are still relevant and fit for purpose. If changes are made to the level of responsibility within the job description and/or person specification or it is a new post, schools / Trust should refer the matter to the DDAT HR team to conduct a job evaluation. Any amendments to the staffing structure need to be raised with the DDAT HR/Finance team before any consultation is undertaken with staff.

Redeployment of existing staff within the school / Trust as deemed reasonable and in accordance with existing contract of employment: Existing employees covered under DDAT's Redundancy and Restructure Procedure must be considered for any suitable vacancies. These employees should be considered before other candidates if they meet the essential criteria for the post or could do so if they received reasonable support and training. When the Trust retains existing employees, it enables DDAT to retain their existing knowledge and experience and avoids the expense, time and any potential risk of taking on a new employee. Apprenticeships do not have an automatic right to a permanent post but may apply for such posts.

Growing our own employees through the apprenticeship scheme provides benefits to the employees in that they are trained on the job whilst increasing their knowledge and skills and DDAT has the opportunity to guide and coach the individuals in their approach to work. By planning the workforce effectively, DDAT can recruit to any vacancies which arise in a more efficient manner.

DDAT also offer work experience opportunities to give students job awareness and raise aspirations in the younger community.

## 5.1 Adverts

All adverts must be sent to [HR@ddat.org.uk](mailto:HR@ddat.org.uk) prior to advertising.

External Recruitment: DDAT advise that all vacancies are listed on DDAT website, and GOV.UK Teaching Vacancies website along with the relevant Local Authority website (Derby City or Derbyshire County Council). For vacancies at a senior level, schools / Trust will consider the cost and benefit of using national publications (such as TES).

All adverts must include:

- the school's /Trust commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken,
- the safeguarding responsibilities of the post as per the job description and personal specification, and
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.
- the skills, abilities, experiences, attitude and behaviours required for the post, a link to the Job Description and Person Specification
- that all candidates must have the right to work in the UK

All new and amended Job Description/Personal specification must be evaluated and approved by the DDAT HR Team prior to advertisement. All Central Team, Headteacher and Executive Headteacher adverts must be approved by the CEO prior to advertisement.

Every job description and person specification will make reference to the post holder's responsibility for safeguarding and promoting the welfare of children. The person specification will also include specific reference to suitability to work with children.

## 6. Talent

It is imperative to reach a wide audience when advertising a vacancy. Attracting the right candidate from a range of diverse backgrounds with the relevant knowledge and skills is not always without complications. Therefore, adverts, job descriptions and

person specifications must be clear and transparent and advertised in the correct location. If schools / Trust are struggling to fill a vacancy or have a high turnover of staff in a particular role, please speak to the DDAT HR Team who will provide support and guidance.

DDAT aims to attract and retain the best people for each role within their schools / Trust and the DDAT Central Team. A clear picture of each role should be provided in the job descriptions and person specifications. The advert should be precise and attractive to the potential candidates whilst also considering what the schools / Trust want to achieve from their candidates. Things to consider when aligning individuals' values and attitudes to organisational values are:

- Skills
- Experience
- Knowledge
- Behaviours
- Attitude to education
- Approach

Individuals' values and attitudes are more difficult to change or develop than the individuals' skills, experience and knowledge.

## **7. The Interview Process – Application Form**

DDAT has created a job application form and reference request form which should be completed for all roles. CV's will not be accepted in any circumstances. The application form has been created in a clear and structured way which captures information about the applicant. This enables the school / Trust to make effective decisions through the selection process as the individuals' qualifications, employment, education and suitability are set out in a clear format.

Applicants are required to sign the declaration section on the application form to confirm the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the interview.

If an applicant declares that they have a disability and they meet all the essential criteria of the person specification; the school/Trust will invite the applicant to interview in accordance with the Disability Confident Guaranteed Interview Scheme.

## 8. Shortlisting

**The recruitment panel:** (shortlisting and interview processes) should consist of at least two people (ideally three) e.g. conducted by the same group of people throughout to ensure consistency. It is recommended that at least one of the recruiting panel members has undertaken the appropriate Safer Recruitment training and one of the panel members is a higher grade than the role being interviewed for. If schools / Trust require guidance or training on the application process, please contact the DDAT HR Team. If an application form has been submitted electronically, this must be signed when the candidate attends interview.

In shortlisting candidates, the panel must only consider factors relevant to the post as detailed in the job description and person specification. All information considered must be contained within the application form and covering letter.

Application forms should be scrutinised by each panel member independently to ensure they meet all the essential aspects of the person specification requirements, that the forms are fully completed and that any gaps in employment are explained. Any discrepancies, anomalies or concerns should be considered during shortlisting and if shortlisted, explored and verified during the interview process. Panel members will each create an independent record of their shortlisting before these are then collated and discussed by the full panel to decide the final shortlist.

The Trust is committed to ensuring that safeguarding is a top priority. In line with KCSIE an online search should be undertaken as part of the due diligence on the shortlisted candidates via Google, Facebook, LinkedIn, Twitter, YouTube and any other social media platform. This may help identify any incidents or issues that have happened that are publicly available online, which the school / Trust might want to explore with the applicant at interview. This may include any offensive or inappropriate material. Guidance and template documents are available from DDAT HR.

Selection criteria can be weighted to recognise more important aspects of the post. All records, and reasons for shortlisting or rejecting applicants in line with the job description and person specification should be recorded and kept.

Shortlisted candidates must be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records.



Due to high responses to our adverts we are unable to contact every applicant, therefore if an applicant has not been contacted within 7 days of the advertised shortlisting date, then they will have been unsuccessful in their application.

## **9. Selection Process**

Successful applicants should be given appropriate notice to attend the interview process and be informed in writing of the format and any assessment preparation required. Where possible, the date for interviews should be included in the job advertisement. The invitation to interview letter will ask if candidates have any specific requirements that need to be considered. Candidates should also be asked to bring all certificates of relevant qualifications, identification documents and the completed self-declaration form (as detailed in section 8 of this policy) to the interview. The self-declaration form will be presented to the Headteacher / Executive Headteacher / CEO or their designated colleague **only** who will arrange to discuss the contents separately in line with section 12 of the DBS Policy.

The panel should check that appropriate reference contact details have been provided (see section 15). Where appropriate further details or alternative appropriate contract details should be obtained prior to interview.

If a disabled person cannot carry out the planned assessment or is disadvantaged due to their condition the assessment may need to be revised. The panel should be clear what selection criteria from the job description/person specification is being tested in each assessment.

The process should include a face-to face interview even if there is only one candidate. The exception to this would be where current advice/guidelines do not permit face to face interviews, meetings or travel (an example of such would be a national pandemic or extreme weather).

Interview questions should be planned by the panel in advance. Questions should be open questions which are relevant to the post. All candidates will be asked the same questions to enable a fair comparison against the criteria, with the exception of questions arising from their application or references. In line with the candidate's response to the set questions the panel may ask relevant supplementary probing questions. At least one question should test the candidates understanding of safeguarding.

Students should be involved in the recruitment process in a meaningful way and be appropriately supervised.

All candidates should be asked if they require any assistance in order to fulfil the duties and responsibilities of the post should they be appointed. A disability should not be considered as grounds for non-selection. In accordance with the Equality Act 2010, every effort should be made to identify and make suitable adjustments to meet the needs of the successful candidate.

All information considered in the decision making should be clearly recorded for both successful and unsuccessful candidates along with decisions made.

## **10. Offer of Employment**

The successful candidate will be informed of the intention to offer them the post on condition of satisfactory references and pre-employment checks, and therefore they should not resign from their current post until all clearances have been obtained.

When a decision has been made to appoint, and the successful candidate declines the offer of employment, the recruiting panel can offer the job to the next suitable candidate if they are appointable. This process can be followed up to six months after the original interview/appointment date and also applies to new vacancies with the same roles, responsibilities and accountabilities.

## **11. Feedback for Unsuccessful Candidates**

Verbal feedback should be offered to unsuccessful candidates who have been shortlisted and attended the interview. It is hoped that this information will help you with future applications.

Feedback provided must be accurate, constructive, genuine and factual but also provided in a timely manner.

It is also good practice to provide feedback to the successful candidate, on their strengths identified through the process and also any areas of training, support or areas for development and what support you can offer relating to these.

Fair recruitment processes must be followed as unsuccessful candidates may be able to bring a complaint under the Equality Act 2010 for discrimination.

## **12. Pre-Employment Vetting**

DDAT is committed to creating a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children.

This part of the policy describes those pre-employment checks that are or may be required for any individual working in any capacity at or visiting DDAT schools / Trust. Please also refer to the DDAT DBS Policy. The Trust will act reasonably in making decisions about the suitability of any prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved.

As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care, or overnight activity, even if this happens only once.

All new employees will be required contractually to join the DBS Update Service within 30 days of their certificate being issued. The Trust will reimburse the costs of the update subscription upon receipt of payment. Subscription to the service enables future status checks to be carried out by employers to confirm that no new information has been added to the check since its issue.

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors who would have the opportunity for contact with children and who work under a temporary or occasional contract.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity. The government has published statutory guidance on supervision in relation to regulated activity. When schools or the Trust are considering which checks should be undertaken on volunteers, they should have regard to that guidance. However, DDAT and its schools / Trust may choose to carry out an enhanced DBS check, without barred list information, in certain circumstances.

In addition to obtaining any DBS certificate as described above, any member of staff who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles an additional check is required to ensure they are not prohibited under section 128 provisions.

### **13. Prohibitions, Directions, Sanctions and Restrictions**

Teacher prohibition and interim prohibition orders prevent a person from carrying out teaching work as defined in the Teachers' Disciplinary (England) Regulations 2012 in schools, sixth form colleges, 16-19 academies, relevant youth accommodation and children's homes in England. Further information about the duty to consider referring to the Teaching Regulation Agency (TRA) can be found in KCSIE at paragraph 351.

Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the TRA. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so. The TRA's role in making prohibition orders and the processes used to impose them are described in more detail in the publication [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/776859/Disciplinary\\_procedures\\_for\\_the\\_teaching\\_profession.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/776859/Disciplinary_procedures_for_the_teaching_profession.pdf) and <https://www.gov.uk/government/publications/teacher-misconduct-the-prohibition-of-teachers--3>.

A person who is prohibited **must not** be appointed to a role that involves teaching work (as defined in the Teachers' Disciplinary (England) Regulations 2012) (See KCSIE paragraph 262 for login details to the TRA Secure Access system here GTCE checks can be made).

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:

- take up a management position in an independent school, academy, or in a free school as an employee;
- be a trustee of an academy or free school trust; a governor or member of a proprietor body of an independent school; or,
- be a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

There is no exhaustive list of roles that might be regarded as 'management' for the purpose of determining what constitutes management in an independent school. The Department's view is that roles involving, or very likely to involve, management of a school include (but are not limited to) headteachers / executive headteachers, principals, deputy / assistant headteachers, governors and trustees. It is important to note that the individual's job title is not the determining factor and whether other individuals such as teachers with additional responsibilities could be considered to be 'taking part in management' depends on the facts of the case.

The grounds on which a section 128 direction may be made by the Secretary of State are set out in The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014 made under section 128 of the Education and Skills Act 2008).

A section 128 direction will be disclosed when an enhanced DBS check with children's barred list information is requested, provided that 'child workforce independent schools' is specified on the application form as the position applied for. Where a person is not eligible for a children's barred list check but will be working in a management position in an independent school, a section 128 check should be carried out using the TRA's Employer Access service.

A person subject to a section 128 direction is also disqualified from holding or continuing to hold office as a governor of a maintained school.

## **Historic**

### **General Teaching Council for England (GTCE) sanctions and restrictions**

There are a number of individuals who are still subject to disciplinary sanctions, which were imposed by the GTCE (prior to its abolition in 2012). See KCSIE paragraph 26 for login details to the TRA Secure Access system where GTCE checks can be made.

#### **Individuals who have lived or worked outside the UK - European Economic Area (EEA) regulating authority teacher sanctions or restrictions:**

From 1 January 2021 professional regulators in the EEA (EU, Iceland, Liechtenstein, and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA) and therefore the TRA will no longer maintain a list of EEA teachers with sanctions.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools / Trust (set out in KCSIE paragraphs 280). This includes obtaining (via the applicant) an enhanced DBS certificate (including children's barred list information, for those who will be engaging in regulated activity) even if the

individual has never been to the UK. In addition, schools / Trust must make any further checks they think appropriate (including a certificate of good conduct) so that any relevant events that occurred outside the UK can be considered.

Following the UK's exit from the EU, schools / Trust should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world. These checks could include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions
- obtaining a letter/certificate of good conduct (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Whilst the safeguarding and qualified teacher status (QTS) processes are different it is likely that this information will be obtained from the same place, therefore applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available schools / Trust should seek advice from the Trusts Safeguarding Lead and HR Department in relation to alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

### **How to check TRA, Teacher Employer Access service for prohibitions, directions, sanctions and restrictions**

Schools / Trust can use the TRA's Employer Access service to make prohibition, direction, restriction, and children's barred list checks. The service is free to use and is available via the TRA's web page. Users will require a DfE Sign-in account to log onto the service.

Further information about obtaining a DfE Sign-in account and using the Employer Access service to carry out a range of 'teacher status checks' including verification of

qualified teacher status (QTS) and the completion of teacher induction or teacher probation can be found on GOV.UK.

### **Childcare disqualification**

Childcare disqualification is an additional requirement to the general child safeguarding arrangements provided under the Disclosure and Barring Service (DBS) regime, which apply to all children.

The childcare disqualification arrangements apply to staff working with young children in childcare settings, including primary schools, nurseries and other registered settings, such as childcare provision on college sites.

The arrangements predominantly apply to individuals working with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care.

For staff who work in childcare provision, or who are directly concerned with the management of such provision, employers need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification Regulations 2018.

Further information on the staff to whom these Regulations apply, the checks that should be carried out, and the recording of those checks can be found in statutory guidance <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act2006/disqualification-under-the-childcare-act-2006>.

## **14. Pre-Appointment Checks**

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, DDAT and its schools will:

- conduct a social media online search for the candidate via Google, Facebook, LinkedIn, Twitter, YouTube and any other social media platform;
- verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website;
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) Also see the DDAT DBS Policy.

- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities. After having been offered a role, a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- obtain and complete a pre-medical employment questionnaire through an appropriate external provider as soon as the offer of employment is made;
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- if the person has lived or worked outside the UK, make any further checks the school or Trust consider appropriate.

In addition, Headteachers / Executive Headteachers / CEO will:

- ensure that a candidate to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State, or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012;
- check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.
- Manage the referral of cases in line with part four of KCSIE guidance of allegations against candidates that might indicate a person would pose a risk of harm.

## **15. Employment History and References**

DDAT and its schools will always ask for written information about previous employment history and check that information is not contradictory or incomplete. The referees should be identified on the DDAT references and monitoring form.

The purpose of seeking references is to allow the school and/or Trust to obtain objective and factual information to support appointment decisions. References will always be obtained from the candidate's current employer. If the successful candidate is already within the education sector, one reference must be from the employees current Headteacher / Executive Headteacher or CEO / Chair of Governors for Headteacher / Executive Headteacher appointments. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the school, college, local authority or organisation at which they were employed.



References will be scrutinised, and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, will allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. They will always be requested directly from the referee and from a senior person with appropriate authority, not just a colleague.

DDAT will not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor will DDAT only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, DDAT will ensure they originate from a legitimate source.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

Any information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks referred to previously). Further help and advice can be found on the Advisory, Conciliation and Arbitration Service (ACAS) website.

DDAT recommend that one panel member who is Safer Recruitment trained should be nominated to scrutinise the references to ensure questions have been answered satisfactorily. They should compare the reference against the application form to ensure consistency. The referee may be contacted by phone and asked to provide further written evidence on omissions or to gain further clarity. The panel member can advise the remaining panel members of any questions to be explored during the interview to address any discrepancies between the reference and application form.

In accordance with the Equality Act 2010, sickness absence data will be sought for and discussed with the successful candidate **only** when a conditional offer has been made. An appointment must not be made if there are no suitable candidates following the formal process.

The DDAT offer letter should be completed and sent to successful candidates. The offer letter advises the candidate that the role is subject to a number of checks such

as an enhanced DBS before employment can commence. This is available on Google Drive. New employees will only commence work once **all** relevant checks have been completed, and not before without prior approval from the Safeguarding Lead or DDAT HR team.

### **Providing References for DDAT Employees:**

References should not contain any misstatements or omissions. There should be no content that would come as a surprise to the employee to whom the reference concerns. Absence or health related data should not be provided until a formal conditional offer has been made. The DDAT HR Team are able to provide advice and support as appropriate.

## **16. Single Central Record**

It is a legal requirement for Schools / Trust to maintain and regularly update their single central records of pre-appointment checks. All new employees will be added to the record which will include:

- All Staff including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day.
- All others who work in regular contact with children in the school, including volunteers.
- In the case of academies and free schools, this means the members and trustees of the academy trust.

The minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is set out below. For agency and third-party supply staff, schools /Trust must 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, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- an identity check, (identification checking guidelines can be found on the GOV.UK website)
  - A standalone children's barred list check
  - An enhanced DBS check (with children's barred list check requested/certificate provided)
  - A prohibition from teaching check

- Further checks on people living or working outside the UK
- A check of professional qualifications, where required
- A check to establish the person's right to work in the UK

In addition: academies and free schools) must record:

- whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18, and
- details of the section 128 checks undertaken for those in management positions.

**Non statutory information:** DDAT recommend that the following information is also recorded:

- whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements.
- checks made on volunteers;
- checks made on governors;
- dates on which safeguarding and safer recruitment training was undertaken; and
- the name of the person who carried out each check.

Any other information that is deemed relevant may also be recorded, for example employees address. Further advice can be obtained from the Safeguarding Lead or DDAT HR team.

School should keep an electronic copy of the SCR. The details of an individual should be removed from the single central record once they no longer work at the school / Trust.

Please also refer to the DDAT DBS & SCR Policy.

## **17. Retention of documentation**

The successful candidate's application form and interview notes (along with any other interview material) must be kept and form part of the employees' personnel file. A copy of the DBS certificate should only be temporarily retained where cautions or convictions have been identified and are being considered/investigated after which time they should be removed and a note containing the details should be recorded.

The self-declaration forms should also be kept on the employees' personnel file and updated annually.

Identification documents used to confirm an individual's right to work in the UK should be retained on the personal file for the duration of their employment.

In accordance with GDPR, documentation and application forms relating to unsuccessful candidates should be retained for a period of 6 - 12 months before being destroyed securely and in line with the DDAT Data Protection Policy.

## **18. Exit Interviews**

A link to the online exit interview questionnaire will be shared with all employees leaving the Trust through their own accord as part of the exit interview process. This includes employees who have resigned / retired from their post. This will allow the employee the opportunity to feedback on their experiences in the school / Trust and help the school / Trust to identify areas for improvement. The school / Trust will always seek to address any concerns or grievances an employee may have. Where appropriate, concerns or issues raised should be shared with the Local Governing Board / Trust board.

Exit interviews should be offered with an appropriate line manager or if concerns about their line manager have been raised then an alternative manager. If appropriate, the Chair of Governors may lead the interview.

Upon request the employee may be provided with feedback on any actions put in place as a result of the exit interview. Information or actions relating directly to staff member will not be shared.

**Further guidance and template documents relating to this policy are available via the HR Information folder on Google Drive.**

*An Equality Impact Assessment has been completed for this policy.*