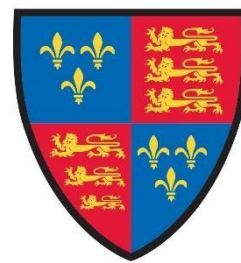




**KING EDWARD VI  
FOUNDATION  
BIRMINGHAM**

*Educational excellence for our City*



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## SAFER RECRUITMENT POLICY

<b><i>Responsible Board/Committee</i></b>	Academy Trust Foundation
<b><i>Policy Type</i></b>	Central Policy (Group A)
<b><i>Policy Owner</i></b>	HR
<b><i>Statutory</i></b>	Yes
<b><i>Publish Online</i></b>	No
<b><i>Date Adopted</i></b>	FDN 6 <sup>th</sup> July 2022. AT 12 <sup>th</sup> July 2022
<b><i>Last Review Date</i></b>	June 2022
<b><i>Review Cycle</i></b>	Annual
<b><i>Next Review Date</i></b>	June 2023
<b><i>Expiry Date</i></b>	September 2023
<b><i>Version</i></b>	2

## 1. Introduction

This policy was revised in April 2020 to merge the existing Recruitment Policy and Procedures and Safer Recruitment Policy and Procedures into one document.

\*In January 2021 the DBS clause (page 9) was updated in line with the new filtering rules - (The Enhanced disclosure will include convictions or cautions (excluding youth cautions, reprimands or warnings) recorded on the Police National Computer (PCN) that are not 'protected' as defined by the Ministry of Justice.)

This policy was reviewed and updated in June 2022 in relation to changes and clarifications made in KCSIE 2022.

## 2. Purpose

The Academy Trust/Foundation Office is committed to equality and fair treatment within its recruitment and selection activity. It is our purpose to provide a fair, consistent and transparent framework that adheres to employment legislation and statutory requirements, enabling managers to:

- 2.1 Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- 2.2 Ensure that the safeguarding and welfare of our students is adopted throughout the process.
- 2.3 Follow a fair and consistent process in terms of the recruitment and selection of employees.
- 2.4 Adhere to all relevant legislation and statutory requirements.
- 2.5 Consider cost and economies of scale when selecting recruitment resources.
- 2.6 Be clear to candidates of the requirements for positions, adopt clear criteria and be fair and transparent.
- 2.7 Manage risk to ensure sound appointment decisions.
- 2.8 Provide career development for all our employees.

## 3. Legal Requirements

The Academy Trust/Foundation Office is committed to its legal obligations as an employer under the Equality Act 2010, the Part-time Workers Regulations 2000, Fixed Term Employees Regulations 2002, the Agency Workers Regulations 2010, the Temporary Agency Work Directive 2008, the General Data Protection Regulation (EU) 2016/679 ("GDPR"), and finally the Human Rights Act 1998.

Advertising, shortlisting, assessments and selection processes will always be carried out with regard to the nine protected characteristics, which are as follows:

- Age
- Disability
- Sex
- Gender reassignment
- Pregnancy and maternity
- Race
- Sexual orientation
- Religion or belief
- Marriage and civil partnership

The Academy Trust/Foundation Office recognises its legal obligations in relation to safeguarding and vulnerable groups and this policy and procedure adheres to the requirements of the Police Act 1997; the Rehabilitation of Offenders Act 1974; the Protection of Children Act 1999; the Education Act 2002;

and statutory guidance (e.g. Keeping Children Safe in Education and Disqualification under the Childcare Act 2006) as well as Prevent Duty Guidance for England and Wales 2015 and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

#### **4. Scope**

This policy and procedure covers all Academy Trust and Foundation Office recruitment requirements for all employment positions.

#### **5. Roles and responsibilities**

It is the responsibility of the HR Director to:

- ensure the Academy Trust/Foundation Office has effective policies and procedures in place for recruitment of employees and volunteers in accordance with all the legal requirements
- monitor the Academy Trust/Foundation Office's compliance with them.

The Academy Trust/Foundation Office is responsible for:

- ensuring this policy and procedure is applied fairly and consistently across all Academies which make up the Academy Trust and the Foundation Office, which in turn safeguards those students to whom it has a duty of care.

The Local Governing Bodies and Heads are responsible for:

- monitoring the application of this policy and procedure within their respective Academies, ensuring that all recruitment and selection processes are adhered to.

The CEO of the Foundation is responsible for:

- monitoring the application of this policy and procedure within the Foundation Office, ensuring that all recruitment and selection processes are adhered to.

The Academy Trust/Foundation office HR team is responsible for:

- overseeing the introduction, implementation, and monitoring of this policy and procedure. The team will provide advice, guidance and support in the implementation of this policy and procedure, acting as the first point of contact for queries.
- ensuring that this policy and procedure is implemented fairly and consistently, whilst also ensuring that relevant employment legislation and statutory guidance is adhered to.
- ensure that all policies, procedures, processes, training and associated documentation is reviewed on a regular basis to ensure adherence to all legal and statutory requirements.

Recruiting Managers and Heads must ensure that:

- they carry out recruitment and selection fairly and consistently in line with this policy and procedure, accessing support, guidance and training as and when required.
- they must also provide appropriate, constructive feedback to all candidates at shortlisting and appointment stages.
- they monitor contractors' and agencies' compliance with this policy.

All members of staff involved in the recruitment and selection process are responsible for familiarising themselves with and complying with the provisions of this policy and procedure.

The Academy Trust/Foundation Office HR team will maintain recruitment content i.e. job description and person specification templates; advert templates; email templates; offer letter templates; application forms; and reference forms.

## 6. Equality and Diversity

The Academy Trust/Foundation Office is committed to eliminating discrimination and encouraging diversity amongst our members of staff. We will endeavour to build a workforce that is truly representative of all sections of society and that each member of staff feels respected and able to give their best. We are committed to:

- Promoting equality and diversity in our policies and procedures, adhering to the Equality Act 2010.
- Delivering high quality teachers and support staff that meet the needs of our diverse student population and our workforce, ensuring that no individual or group is disadvantaged.

The Academy Trust/Foundation Office will put mechanisms in place to monitor recruitment activity to ensure that it is free from discriminatory practice.

## 7. General Principles

The Academy Trust/Foundation Office will adhere to the following principles in its recruitment and selection process:

- Ensure that all aspects of its recruitment and selection processes are transparent, objective and consistent in approach across each academy.
- That all applicants will receive fair treatment.
- That a job description and person specification are provided for all job vacancies.
- Ensure that those individuals involved in the recruitment and selection process receive appropriate training.
- Consider issues relating to safeguarding students at every stage of the process.
- Recruitment decisions will be based on the assessment of how applicants match the criteria detailed in the job description and person specification.

## 8. Confirmation of an offer of employment

Confirmation of employment should be made verbally and followed up in writing and is a conditional offer until the receipt of a satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks disqualification checks and waivers, copies of qualifications and proof of identify.

## 9. Recruitment and selection process

### Stage 1 - Workforce planning

As soon as a vacancy arises, the following should be considered by the recruiting manager:

- Job Description – does this need to be reviewed, or if this does need to be amended then the Academy Trust/Foundation Office HR Team should be consulted to ensure consistency across the Academy Trust/Foundation Office. **Responsibility for the safeguarding of children should always be included as a duty in all Job Descriptions.**
- Person specification – does this need to be revised, does it outline the essential requirements for the role in terms of qualifications, skills, knowledge and experience. Are there any personal characteristics or other qualities that applicants will need outline.

- Templates – recruiting managers must ensure that template job descriptions and person specifications are used.

### **Stage 2 – Role advertising and applicant management**

- As soon as a vacancy arises, the following should be reviewed by the recruiting manager:
  - The role title, a brief description of any associated duties.
  - Remuneration.
  - Hours of work, whether full time or part time.
  - Whether the vacancy can be advertised internally or externally, or both.
  - Details of who to contact for further information.
  - Where possible, the intended date of assessment/interview (if applicable).
  - The closing date for applications.

Depending on the role, a range of online media will be used. Vacancies should be advertised on The Schools of King Edward VI vacancies webpage. Further guidance is available from the HR team.

- A safeguarding statement. Any advertisement will make clear the Academy Trust/Foundation Office's commitment to safeguarding and promoting the welfare of children.
- The requirement for an enhanced DBS check.
- All applicants must use the standard Academy Trust/Foundation Office online application form.
- Applicants will be assessed by either a member of the Academy Trust/Foundation Office HR team; or recruiting manager; head of department; or Head where applicable.
- All documentation relating to applicants will be treated confidentially in accordance with GDPR guidelines.

### **Stage 3 – Shortlisting**

On receipt applications must have all identifiable information removed and a candidate reference number issued. Shortlisting must be undertaken in the absence of identifiable information (such as name and age) and in the absence of information about protected characteristics.

Keeping Children Safe in Education 2022 recommends that employers consider carrying out an online search on shortlisted candidates to help identify any issues that are publicly available online (paragraph 220).

Shortlisting is the first stage of the selection process, (**please refer to Appendix A – for a template shortlisting form**). Recruiting managers will ensure that the following standards are met:

- At least two people must complete independently the shortlisting process.
- Shortlisting must be conducted initially against the essential/desirable criteria detailed in the job description and person specification, ensuring that the information on the application form is used to assess each applicant. This must be fairly and consistently applied to all applicants.
- A standard shortlisting matrix must be used for recording applicants and whether they have met the shortlisting criteria.
- If there are too many applicants shortlisted against the essential criteria, then the essential and the desirable criteria maybe used to identify the candidates who have scored more highly. Where possible, at least one of the individuals used for shortlisting should normally take part in the interview process for consistency purposes.
- References for shortlisted applicants will be sent for immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.
- All paperwork relating to shortlisting must be retained as part of the recruitment pack.

- It is the responsibility of the Academy Trust/Foundation Office HR team to ensure that the shortlisting process and outcomes are aligned to the legal and statutory requirements, as well as the Academy Trust/Foundation Office's recruitment and selection policy and procedure.

#### **Stage 4 – Invitation to interview**

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children – **(Appendix D & E)**

Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK.

For example:

- if they have a criminal history;
- whether they are included on the barred list;
- whether they are prohibited from teaching;
- whether they are prohibited from taking part in the management of an independent school;
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- if they are known to the police and children's social care;
- have they been disqualified from providing childcare and,
- any relevant overseas information.

This information should only be requested from applicants who have been shortlisted. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Prior to inviting shortlisted applicants for interview/testing, the recruiting manager must ensure that:

- All applicants are made aware that they are required to complete and submit the aforementioned self-declaration **before** their first interview
- All applicants are made aware that the interview will assess their suitability to work against the criteria set out in the job description and person specification and will include questions relating to safeguarding and promoting the welfare of children.
- For all roles, references will be sought for each applicant, using the Academy Trust/Foundation Office referencing process.
- All applicants are asked to bring identification documentation, qualifications and certificates to the interview when they will be scanned/photocopied.
- Where anomalies are found or where references are vague or unsuitable, follow up action will be taken by the Head or recruiting manager to establish the applicant's suitability for the role.

#### **Stage 5 - Assessments**

The Academy Trust/Foundation Office HR team will advise recruiting managers on the suitability and options regarding the assessment process, ensuring that it does not breach legislation, good practice or safer recruitment guidelines. As a minimum the assessment process will include shortlisting. All applicants will be advised of the assessment process. Additional assessment tools may include:

- Lesson delivery/observations
- Psychometric testing
- In-tray exercises
- Group work

- Presentations
- Behavioural testing.

This list should be used as a guide as it is not an exhaustive list.

### **Stage 6 – Interviews**

The recruiting manager must ensure the following:

- No offer of appointment should be made without the applicant having attended a face-to-face interview in the first instance. This includes volunteers, agency workers and contractors.
- Interviews are conducted by an interview panel (where applicable) or a minimum of two interviewers.
- Interviewers must have received appropriate training, and at least one member of the interviewing panel must have undertaken Safer Recruitment training.
- A core set of questions should be asked to all applicants that are drawn from the job description and person specification. It will enable the interviewers to explore any anomalies or gaps that have been identified.
- Additional questions should be prepared relating to safeguarding and promoting the welfare of children; and checking gaps in employment where applicable.
- The interviewers must agree the required standards before the interviews take place and how they will be measured.
- All applicants who are invited for an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme. They should be aware that they will be subject to an enhanced criminal background check.

The standard interview assessment form should be completed and signed by each panel member.

In instances where an applicant is from another school within the Trust, it is recommended that the recruiting Head makes a courtesy call the applicant's Head to discuss any potential implications should the applicant be appointed. The applicant should agree to this.

### **Stage 7 – Appointment**

Panel members should consider all the relevant information before coming to a final decision. The decision to appoint should be made and recorded on the interview assessment form.

### **Stage 8 – Pre-employment checks**

The Recruiting Manager must ensure that all offers are made on completion of all checks and that new employees do not commence work without these having been undertaken. Any such offer will be conditional on the completion of the following:

- Verification of qualifications and/or professional status (previously DCSF registration number and now GTCE registration).
- Proof of identity and address (see a birth certificate, driving licence, or passport combined with evidence of address). When verifying a candidate's identity, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available.
- Confirmation that the applicant has the right to work in the UK.
- Enhanced DBS and barred list check.

- Completion of statutory induction period (applies to teachers who obtained QTS after 07/05/1999).
- Two satisfactory references, further details below
- Overseas criminal record checks (where applicable).
- For those being recruited into a management position, a Section 128 check must be carried out.
- Fitness to work medical.
- Completion of the single central register for all safer recruitment checks including DBS checks.

It is the responsibility of the Head for each school to firstly ensure that all the above checks are confirmed in writing, that the checks are followed up if they are unsatisfactory or where there are discrepancies. Secondly, that these written confirmations are retained in the employee's personnel file (subject to certain restrictions in relation to criminal background checks). The relevant HR Partner can provide advice on this.

### **Agency staff/contractors**

- All agencies providing agency staff or contractors whether short or long term, are required to adhere to the standards of pre-employment screening as outlined in this policy and procedure.
- Where an individual works for an agency, checks must be conducted by the agency and confirmed with the recruiting manager.
- Please refer to the SCR guide for a template letter to send to agencies outlining the standards of pre-employment screening they must adhere to. Guidance and support can be obtained from the relevant HR Partner.

### **Section 128 Checks (for those being recruited to a management position)**

- A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools.
- The grounds on which a section 128 direction may be made by the Secretary of State are found in the relevant regulations.

### **References**

- All applicants are required to provide details of two referees, one of whom should be their current or last employer.
- If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative.
- References will always be sought and obtained directly from the referee, and their purpose is to provide objective and factual information to support appointment decisions
- Referees will be asked to complete a detailed questionnaire relating to the job description and person specification, including whether the applicant has been subject to concerns for any child protection issues. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

### **Qualifications**

- All applicants are required to provide evidence of their professional qualifications (where this is a requirement for the role), including evidence of QTS, their DCSF or GTCE registration number.

### **Right to work**

- All applicants are required to provide identification documentation, such as passport, birth certificate, driving licence, etc. as proof of identity/eligibility to work in the UK, in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines.



### **Overseas Criminal Records Checks**

- Applicants who have lived outside of the UK for three months or more within the last five years, will also be required to provide an overseas criminal records check.
- Home Office guidance can be found on GOV.UK for teaching positions. It is recommended that a letter is obtained (via the applicant) from the professional regulating authority 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. 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 should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.
- Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in DfE Guidance: Recruit teachers from overseas.
- Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. Schools should also be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. The Home Office provides guidance on criminal records checks for overseas applicants which can be found on GOV.UK.

### **Medical fitness**

- Applicants who have been successful in terms of a job offer will be asked to complete a medical questionnaire prior to joining the Academy Trust/Foundation Office. The rationale for undertaking medical questions is:
  - o To identify health issues which affect the ability of the applicant to carry out the responsibilities of their new position without risk to themselves or others.
  - o To advise the applicant and the Academy Trust/Foundation Office if there are medical reasons why the duties of the position may pose a health risk for the applicant.
  - o To identify those adjustments to employment that may be required to enable the employee to perform the job to the standard required.

### **Single Central Register**

A single central register of safeguarding checks for all individuals who work within the Academy Trust/Foundation Office, whether on a paid or voluntary basis will be maintained. This information will be recorded into the School's SCR by the responsible school employee. The SCR is audited by the relevant HR Partner and the Safeguarding Governor separately each school term.

### **Enhanced Disclosures (DBS)**

The Academy Trust/Foundation Office applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the Academy Trust/Foundation Office which amount to "regulated activity" as defined in

the Safeguarding Vulnerable Groups Act 2006. (see **Appendix C for information on the Definition of Regulated Activity and Frequency**)

This MUST be completed before the employee takes up their role.

In exceptional circumstances the Academy Trust/Foundation Office may allow an applicant to start work in an alternative post or where appropriate supervision can be provided until receipt of the disclosure.

The Enhanced disclosure will include convictions or cautions (excluding youth cautions, reprimands or warnings) recorded on the Police National Computer (PCN) that are not 'protected' as defined by the Ministry of Justice.

Enhanced disclosures may contain other information from local police records that might be relevant to the role for which the disclosure is requested.

### **Barred List**

A barred list check is carried out as part of the enhanced DBS check. Therefore, it is only necessary to conduct this check separately in exceptional circumstances when a disclosure has not been returned prior to the employees start date.

**Any individual, who is barred from teaching, must not be employed in such a role.**

### **DBS Certificate**

Any queries raised on an applicant's DBS will be brought to the attention of the Academy Trust/Foundation Office via the online portal on Strictly Education. Full details are not available at this stage.

The DBS no longer issue Disclosure Certificates to employers; therefore, where there is a query relating to the DBS, applicants should bring their original certificate to the recruiting manager/Head before they commence work or any project involving regulated activity, where a risk assessment will be conducted in regard to the continuation of their offer of employment.

### **Responsibility within individual academies**

- Information obtained from disclosures must be kept in the strictest confidence; it should only be passed to staff that need to have access during their duties.
- It is an offence under the Police Act 1997 to pass disclosure information to unauthorised persons.
- Any individual who is found to have passed confidential information which is unauthorised will be subject to disciplinary action.

### **Factors to consider when making a decision**

Where it has been established that convictions or cautions relate to the applicant, the Head or Senior Manager will explore with the applicant the circumstances surrounding the convictions/cautions. At all times an applicant's criminal record should be assessed against the duties they will perform. Factors to consider may include:

- The seriousness of the offence.
- Was the offence a one off or part of a history of offending.
- The age of the offence and whether it had been committed whilst a juvenile.

- Whether circumstances have changed since the offence was committed, making re offending highly unlikely.
- The nature of the role and the extent of supervision.

It is important that all cases are assessed using the same process to ensure consistency.

### **Non-conviction information**

- Where a disclosure leads to the police revealing additional non-conviction information, it must not be passed on to the individual. Sharing such information would be an offence under the Police Act 1997.
- In situations where an offer of employment is not considered because of non-conviction, the applicant should be informed. If the applicant queries the decision no justification can be given. Non-conviction information is exempt from GDPR provisions in relation to subject access requests and from the Freedom of Information Act.

### **Dealing with convictions**

The Academy Trust/Foundation Office operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and:

- The nature, seriousness and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences; changes in circumstances
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with a member of the Academy Trust/Foundation Office HR Team and a member of the respective Senior Leadership Team. A decision will be made following this meeting. If relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, a member of the Academy Trust/Foundation Office HR Team and a member of the respective Senior Leadership Team will evaluate all the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Academy Trust/Foundation Office may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information

### **Stage 9 – Post- appointment checks**

Application and interview notes of those individuals not appointed should be destroyed after 6 months from the interview date. All other relevant recruitment documentation relating to the successful applicant must be kept securely, including:

- Application form (including signed documentation)
- Interview assessment notes
- Short listing forms
- Documentation from any selection tests.

If a successful candidate is being sponsored on a visa by the Academy Trust/Foundation Office, then all applications and interview details of every candidate should remain on file until the UK Border Agency gives permission for them to be destroyed.

Wherever practicable the successful candidate, whether an internal candidate within the respective Academy, or an external candidate should be notified ideally before the unsuccessful candidates have been informed.

Meaningful and constructive feedback should be given to unsuccessful internal candidates at the earliest opportunity. If external candidates wish to receive feedback the feedback should be meaningful, constructive, accurate and measured.

## 10. Induction

All new employees will be given an induction programme which will clearly identify the Academy Trust/Foundation Office's policies and procedures, including the Child Safeguarding Policy and the Code of Conduct, and make clear the expectations which will govern how employees carry out their roles and responsibilities.

## 11. Probationary periods

The following probation periods will be adhered to and suitability to fulfil the requirements of the role will be assessed.

Teachers	1 year
Early Career Teachers	1 year
School Senior Leadership	1 year
Headteachers	1 year
Academy Trust Support Staff	6 months
Foundation Office Support Staff	6 months
Senior Foundation Office Staff	6 months

Further details about the probation process are detailed in the relevant policy and procedure

## 12. Ongoing employment

The Academy Trust/Foundation Office recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all members of staff. The Academy Trust/Foundation Office will, therefore, provide ongoing training and support for all members of staff, as identified through the annual performance review.

At the Academy Trust/Foundation Office, safeguarding is paramount, and we are fully committed to ensuring the welfare and safety of all our children.

We believe that children have a right to stay in a supportive, caring and safe environment, which includes the right to protection from all types of abuse; where staff are vigilant for signs of any child in distress and are confident about applying the processes to avert and alleviate any such problems.

If any behaviour is a concern in relation to safeguarding, the Academy Trust/Foundation Office procedures and processes will be followed at all times

### **13. Redeployment**

The Academy Trust/Foundation Office is committed to retaining its members of staff wherever possible. Where employees meet the requirement of redeployment, they must apply for suitable alternative roles and will need to meet the desired criteria for the role to be shortlisted. Advice must be sought from the Academy Trust/Foundation Office HR team when considering redeployment for a vacancy.

### **14. Secondments**

Secondments must be authorised by the Academy Trust Head/ CEO of the Foundation before such opportunities are advertised and recruited to. Adverts must explicitly state that the role is a secondment opportunity and the intended duration of the secondment. Interested applicants should have a conversation in the first instance with their line manager and seek approval prior to applying for a secondment opportunity.

All secondment opportunities should be considered fairly by all parties concerned.

All secondments must be supported by a formal secondment agreement and signed by relevant parties. The relevant HR Partner can provide advice on this.

### **15. Leaving employment at the academy trust**

Despite the best efforts to recruit safely, there may be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy and procedure is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. While these are pre-employment checks, the Academy Trust/Foundation Office also has a legal duty to make a referral to the DBS in circumstances where an individual:

- Has applied for a position at the Academy Trust/Foundation Office despite being barred from working with children;
- Has been removed by the Academy Trust/Foundation Office from working in regulated activity (whether paid or unpaid);
- Has resigned prior to being removed because they have harmed, or pose a risk of harm to, a child.

**APPENDIX A**

**SHORTLISTING RECORD – [JOB TITLE]**

**KEY:**

**MC** - MET CRITERIA

**PM** - PARTIALLY MET CRITERIA

**NE** - NOT EVIDENCED IN APPLICATION

CANDIDATE	Candidate Reference Number	Candidate Reference Number	Candidate Reference Number	Candidate Reference Number
EXPERIENCE AND KNOWLEDGE (from person specification)				
QUALIFICATIONS				
SKILLS				
Assess at interview				
COMPETENCIES				
Assess at interview				
<b>DECISION TO: INTERVIEW, HOLD OR REGRET</b>				
<b>Comments</b>				

Signed:..... Date.....

**Appendix B**  
**Interview Assessment Form**

<b>Candidate's Name:</b>		<b>Job Title:</b>	
<b>Interviewer</b>		<b>Interview Date:</b>	

Manager to tick to confirm documentation seen & copies attached:

<b>Qualifications:</b>	
<b>Residency status:</b>	

<b>Person Specification Criteria</b>	<b>Extent to which the criteria were met.</b>		<b>Comments</b>
	<b>1=Fully</b>	<b>6=Failed</b>	
<b>Appointed:</b>	<b>Yes/No</b>	<b>Salary Offer Made:</b>	<b>£</b>
<b>Reasons:</b>			
<b>Signed (Recruiting Manager)</b>		<b>Date:</b>	
<b>Signed (co-interviewer)</b>		<b>Date:</b>	



## **Criminal Record Self-Declaration**

### **(Roles exempt from the ROA - DBS)**

Congratulations on being shortlisted. Please return this self-disclosure to the Foundation **at least one day prior to interview**. If we have not received this, we reserve the right to cancel the interview.

This form must be completed by all applicants where a police check (also known as a DBS), is required. The information disclosed on this form will not be kept with your application form during the application process.

#### **Recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, all applicants are required to declare any simple cautions or convictions, which are not protected (not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not automatically debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands, or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.



<b>Surname:</b>		<b>Forename:</b>	
<b>Post applied for:</b>		<b>Date:</b>	
<b>NI Number:</b>		<b>Teacher Ref No.</b> <i>If applicable</i>	
<b>Date of QTS:</b> <i>If applicable</i>			
<p><b>King Edward VI Foundation Birmingham</b> is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.</p>			
Do you have any simple cautions or convictions, which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>YES</b>	<b>NO</b>	
Do you have any simple cautions or convictions from a military court (i.e., Summary or Court Martial) which are not 'protected' (i.e., filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>YES</b>	<b>NO</b>	
Have you ever been barred from working with Children or disqualified from working in Childcare?	<b>YES</b>	<b>NO</b>	
<u>Teaching Posts Only:</u> Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?	Y E S	N O	N / A
<u>Management Posts Only:</u> Have you been prohibited from the management of an independent school, including academies and free schools (s128)?	Y E S	N O	N / A
<p><b>If you have answered YES to any of the questions above, please provide full details;</b></p>			
<p><b>Please complete and sign the declaration below:</b> I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.</p>			
<p><b>DECLARATION</b></p> <p>I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at <b>King Edward VI Foundation Birmingham</b></p> <p><b>Signed:</b> <b>Date:</b></p>			

Please return this form to [hr@ske.uk.net](mailto:hr@ske.uk.net)



## Criminal Record Self-Declaration

### (Roles exempt from the ROA - DBS)

Congratulations on being shortlisted. Please return this self-disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to cancel the interview.

This form must be completed by all applicants where a police check (also known as a DBS), is required. The information disclosed on this form will not be kept with your application form during the application process.

#### Recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, all applicants are required to declare any simple cautions or convictions, which are not protected (not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not automatically debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands, or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

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<b>Surname:</b>		<b>Forename:</b>	
<b>Post applied for:</b>		<b>Date:</b>	
<b>NI Number:</b>		<b>Teacher Ref No.</b> <i>If applicable</i>	
<b>Date of QTS:</b> <i>If applicable</i>			
<p><b>King Edward VI Academy Trust Birmingham</b> is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.</p>			
Do you have any simple cautions or convictions, which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>YES</b>	<b>NO</b>	
Do you have any simple cautions or convictions from a military court (i.e., Summary or Court Martial) which are not 'protected' (i.e., filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>YES</b>	<b>NO</b>	
Have you ever been barred from working with Children or disqualified from working in Childcare?	<b>YES</b>	<b>NO</b>	
<u>Teaching Posts Only:</u> Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?	<b>Y E S</b>	<b>N O</b>	<b>N / A</b>
<u>Management Posts Only:</u> Have you been prohibited from the management of an independent school, including academies and free schools (s128)?	<b>Y E S</b>	<b>N O</b>	<b>N / A</b>
<p><b>If you have answered YES to any of the questions above, please provide full details;</b></p>			
<p><b>Please complete and sign the declaration below:</b></p> <p>I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.</p>			

**DECLARATION**

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at ***King Edward VI Academy Trust Birmingham.***

**Signed: Date:**

**Please return this form to [email address]**

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