

The City Schools Recruitment Policy

0. Review of Policy

- 0.1 This policy is reviewed annually, or more regularly as required, prior to approval by governors.

Last reviewed by:	Mark Wardrop (Senior Deputy Head, CLS), Justine Venditti (Senior Deputy Head, CLSG), Lucy Szemerenyi (Deputy Head, CJS), John Hall (Chief Operating Officer, The City Schools) , & David MacKenzie-Rapin (Group Head of Human Resources, The City Schools)
Date last reviewed:	Sept 2023 (changes as shown)
Approved for the Governors by:	Board of Governors
Date:	Pending Governor Approval

1. Introduction

- 1.1 City of London School (CLS), City of London School for Girls (CLSG) and City Junior School (CJS) ("[The City Schools](#)") are committed to providing the best possible care and education to their pupils and to safeguarding and promoting the welfare of children and young people.
- 1.2 [The City Schools](#) are also committed to providing a supportive and flexible working environment for all their staff. [The City Schools](#) recognise [that to](#) achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.
- 1.3 This policy should be read in conjunction with:
- [Each individual School's](#) Safeguarding and Child Protection Policy
 - The City of London Corporation's Code of Conduct (and Code of Conduct for Teachers)
 - The City of London Corporation's Whistleblowing Procedure

- 1.4 This policy has been drawn up in line with Part 3 (Welfare, health and safety of pupils), Paragraph 7 (Safeguarding) and Part 4 (Suitability of staff, supply staff and proprietors), Paragraphs 18 (Appointment of staff), 19 (Appointment of supply staff), Paragraph 20 (The chair of a body of persons; and member of a body of persons, not including the chair) and Paragraph 21 (SCR contents for staff; supply staff; and proprietors) of the Independent Schools Standards Regulations and has been updated in accordance with Part 3 (Safer Recruitment) of the Department for Education (DfE)'s Keeping Children Safe in Education: statutory guidance for schools and colleges ([September 2023](#)).

2. The aims of this policy

- 2.1 *Keeping Children Safe in Education: statutory guidance for schools and colleges (September 2023) states:*

“It is vital that as part of their whole school or college approach to safeguarding governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.”

- 2.2 Through the implementation of this policy, [The City Schools](#) aim to ensure:
- that the best possible staff are recruited [based on](#) their merits, abilities, and suitability for the position.
 - that all applicants are considered equitably and consistently.
 - that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
 - that [The City Schools](#) create a culture of safe recruitment and, as part of that, [adopt](#) recruitment procedures that help deter, reject, or identify people who might abuse children.
 - that [The City Schools](#) meet their commitments to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
 - compliance with all relevant recommendations and guidance including the recommendations of the DfE in *Safeguarding Children and Safer Recruitment in Education* and the code of practice published by the Disclosure and Barring Service (DBS).

3. Recruitment Process

- 3.1 The recruitment process is designed to ensure the suitability of persons appointed as members of staff at [The City Schools](#), such that:

- No such person is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that person is or will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 to that Act.
- No such person carries out work, or intends to carry out work, at **The City Schools** in contravention of a prohibition order, or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any disqualification, prohibition or restriction which takes effect as if contained in either such direction.
- **The City Schools** carry out appropriate checks (which must be completed before a person's appointment) to confirm in respect of each such person the person's identity, medical fitness, right to work in the UK and, where appropriate, the person's qualifications.
- Where relevant, an enhanced criminal record check is made in respect of that person and an enhanced criminal record certificate is obtained before, or as soon as practicable after, that person's appointment.
- Further checks **will be made as and when deemed appropriate by the City Schools** in the case of any person for whom, by reason of that person living or having lived outside the UK, obtaining such a certificate is not sufficient to establish the person's suitability to work in a school.

3.1.1 **Advertising**

All posts are advertised clearly stating that they are exempt from the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (as amended in 2013 and 2020) and that as part of the selection process the successful applicant will be required to obtain a Disclosure and Barring Service enhanced check. The School's safeguarding statement is also included in all job advertisements¹:

“The City Schools (or the named individual school) are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.”

3.1.2 **Recruitment Personnel**

When a position becomes vacant the recruiting manager, in collaboration with the **The City Schools'** HR Department, will undertake procedures to ensure a safe and successful appointment. A member of staff with appropriate Safer Recruitment training will be involved in the Selection Panel for **all** appointments². Safer recruitment training is undertaken by The City Schools HR Department, all members of the **Senior Management/Leadership Team (SMT/SLT)** and other staff as required.

3.1.3 **For the recruitment of Teaching Staff**

The Head, assisted by **SMT/SLT** and the appropriate Head of Department, will lead on the recruitment process.

3.1.4 **For the recruitment of Professional Services Staff**

¹ As displayed in recruitment information, including job adverts and application forms.

² The School Staffing (England) Regulations (2009) require governing bodies of maintained schools to ensure that at least one of the persons who conducts an interview has completed safer recruitment training; the School also operates in line with this requirement.

The Head of Department, assisted by HR and [the COO or members of the SMT/SLT \(if required\)](#), will lead on the recruitment process.

3.2 **Application Form**

The application form used by [The City Schools](#) clearly states that posts are exempt from the Rehabilitation of Offenders Act. All applicants are required to complete the form as fully and effectively as possible to ensure that the Selection Panel receives consistent and equal information from all applicants.

The application form requires the applicant's full name and any previous name and date of birth. It also requires the applicant's full education, employment, volunteering, and other history **with no unexplained gaps**. Reasons for leaving all previous posts are requested. All applicants must provide the names of two referees including the current or most recent employer and are advised that the school will request references for shortlisted candidates ahead of [the](#) interview. Candidates have the option to withhold their consent to the reference for the current employer at this stage. CVs are not accepted as an alternative to the application form, but details of previous employment and training may be submitted on separate pages to aid completion.

3.3 **Job Description, Person Specification and School / Department Information**

These contain the [individual schools'](#) safeguarding statement and state clearly the need for an enhanced DBS check with children's barred list. The job description lists the main responsibilities and duties of the position, which the successful applicant will undertake and [refers](#) to the responsibility for safeguarding and promoting the welfare of children. Person Specifications generally outline the skills, experience and qualifications [The City Schools](#) are looking for and [include](#) specific reference to suitability to work with children. [The City Schools / Department Information](#) gives candidates up-to-date information about [the relevant School or The City Schools as a collective](#) and the specific department.

3.4 **Selection of candidates and short-listing**

3.4.1 All application forms received, including those from internal candidates, will be read carefully and considered independently by the recruiting manager and/or Selection Panel, and a [short list](#) drawn up.

3.4.2 Notes on shortlisting decisions are retained in the HR Department for 6 months.

3.4.3 Shortlisted candidates will be asked to complete a self-declaration of their criminal record, which requests information on whether they are suitable to work with children. They will be expected to return this ahead of their interview.

3.4.4 HR will perform online searches on all shortlisted candidates ahead of their interview [following receipt of consent from the candidate](#).

3.5 Interview

- 3.5.1 In most cases, [The City Schools'](#) HR Department will co-ordinate interviews and liaise directly with the interview panel and short-listed applicants. [The City Schools'](#) HR Department contacts candidates regarding the practical arrangements for the interview visit and, where necessary, Heads of Department may contact candidates to discuss further the lesson(s) they will be required to teach or explain any additional selection tasks.

As an exception, at CLS the Director of Studies coordinates all teaching interviews and liaises directly with SMT, Heads of Department, HR and short-listed applicants. Heads of Department may contact candidates to discuss the lesson(s) they will be required to teach. HR staff contacts candidates regarding the practical arrangements of the interview visit.

- 3.5.2 Prior to the interview, candidates will be informed that:
- proof of ID, right to work in the UK, address and qualifications must be brought in on the interview day.
 - references will be requested before [the](#) interview, including making contact with the School at which the applicant last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving).
 - a criminal record self-disclosure form must be completed and returned.
 - an online search will be carried out.
 - all pre-employment checks must be completed before an appointment can be confirmed.
 - the interview panel will ensure that any discrepancies and anomalies are scrutinised during the interview process, including accounting for any gaps in education and employment [or any concerns raised from online checks](#) (see *Previous Employment History* section below).
 - the interview panel will explore the candidates' suitability to work with children.

- 3.5.3 Prior to interview:

- referees will be contacted, and references obtained after shortlisting and before [the](#) interview. Where relevant, candidates will be asked about issues arising from the references at [the](#) interview or prior to an offer being made.
- where a reference or references are not available prior to [the](#) interview, they will be obtained as soon as possible for any candidate under consideration of an offer or to whom a conditional offer is made.
- candidates will be asked to complete a form disclosing any convictions, spent and unspent and answering [several](#) other questions relating to suitability to work with children.

- 3.5.4 During the interview:

During the interview, candidates will be asked questions to test their knowledge, skills, experience, and approach to the role. All candidates will be asked questions

about working in schools and safeguarding. The application form, any unexplained gaps, time spent overseas, and the disclosure form will be explored during the interview as necessary.

3.5.6 **Following the interview:**

Notes taken at [the](#) interview and in the Decision Meeting will be dated and retained on file by the HR Department. Notes taken regarding unsuccessful candidates are retained for 12 months. Feedback is offered to candidates and feedback requests are directed to [The City Schools'](#) HR Department.

3.6 **Recruitment Checks**

The following checks are required for all staff prior to their start date at the school. New checks or additional checks may also be required [for](#) changing roles or promotion within the school. These checks also apply to others delivering services in the school where they fall under the definition of 'staff' used in Part 4 of the ISI Commentary [2023](#).

3.6.1 **Barred List and Prohibition from Teaching checks**

A Barred List check is required for all new appointments [across The City Schools](#). This is normally conducted as part of a DBS check (see below), but a separate barred list check must be undertaken in the event that:

- a new enhanced disclosure with barring information is required but is not received in advance of a member of staff starting work in regulated activity.
- a pre-existing enhanced DBS check is accepted under the 'three-month rule' for a member of staff starting work in regulated activity.
- a pre-existing enhanced DBS check without barring information is accepted from a candidate who has subscribed to the DBS update service.

Teaching Staff appointments will be subject to checks by HR to determine that they are not subject to a prohibition order issued by the Secretary of State, or other similar sanction or restriction imposed as a teacher.

3.6.2 **DBS Disclosure³**

An enhanced criminal records check ('DBS check') is required for all new appointments [across The City Schools](#). This includes volunteers and School Governors (see below). DBS checks are carried out by the HR Department [across The City Schools](#) and / or, for [Professional Services](#) Staff and Governors, by HR staff at the City of London Corporation. DBS checks are repeated annually on a sample basis by the HR team (either via the update service or repeated for those not on the update service). DBS checks are then repeated, [or the update service checked](#), every three years for all staff. During employment with the School, all staff are required to declare any convictions, cautions or reprimands, warnings, or bind-overs.

Where a member of staff moves from a non-teaching to a teaching role, additional checks may be required.

³ Reference is made to the 'Flowchart of Disclosure and Barring Services Criminal record checks and barred list checks' in the DfE's *Keeping Children Safe in Education*.

If the disclosure is delayed (such that the DBS certificate has been applied for but is not available before a person starts work in regulated activity), the Head may allow the member of staff to commence work subject to the following pre-conditions:

- a satisfactory check of the Barred List has been completed
- all other relevant checks have been completed satisfactorily
- it is done without the School confirming the appointment
- appropriate safeguards have been put in place, as determined by a risk assessment, which have been clearly communicated to the member of staff and line manager and which will be regularly reviewed (until such time as the DBS certificate is available; see below). A copy of any such risk assessment will be retained by HR staff.

Note: Guidance on risk assessment criteria, together with the Risk Assessment pro-forma which must be completed and signed off by the Head before a person starts work, is provided at the end of this document. If the risk is assessed at 'Medium' or 'High', the person should not start work until all checks have been completed. The risk assessment should be reviewed every two weeks and re-signed (where required) until all other checks are satisfactorily completed. If, at any stage, the new member of staff's behaviour is of concern, or the protection measures are not able to be implemented or sustained, then the permission to work must be withdrawn until such time as all other checks are satisfactorily completed. HR must be informed if there are any concerns.

3.6.3 Identity Checks

All candidates must provide evidence of their identity and prove their right to live and work in the UK. They must bring to their interview (or, when requested, immediately thereafter) proof of identity and National Insurance number (if available). Acceptable proofs of identity include a British passport, birth certificate ([preferable](#) under *Keeping Children Safe in Education* September 2023 best practice guidance) or a passport / identity card issued by an EEA country or a passport from another country that contains a valid Visa / Permit, and acceptable proofs of NI number include a NI card or recent P60/P45.

Applicants are also required to provide proof of address (such as a utility bill, bank statement or similar) on the interview day (or, where agreed, immediately thereafter).

Applicants who are unable to bring [their proof of](#) identity and address to interview must do so before taking on [any](#) appointment and before the appointment is confirmed [across The City Schools](#).

3.6.4 Medical Fitness

All successful applicants are required to complete a medical questionnaire or medical declaration form to ensure the appropriate level of physical and mental fitness before any offer of appointment is confirmed. [The City Schools](#) will require all appointed Teaching Staff and certain categories of [Professional Services](#) Staff, as appropriate, to have a medical check-up prior to taking up the post. A medical declaration may be used where the questionnaire has not been assessed by Occupational Health prior to the start date or for roles where a full medical

evaluation by Occupational Health is not required by the City of London Corporation. (Also see *Equal Opportunities* below.)

3.6.5 **Previous Employment History**

Complete information about previous education and employment must be provided along with satisfactory explanations for any gaps in employment. [The City Schools](#) will require applicants to explain at [the](#) interview any employment gaps apparent from their application form.

3.6.6 **References**

Two professional references must be provided, one of which will be from the candidate's current (or most recent) employer. **Where a candidate has previously worked in a school, but this was not the most recent employer a reference should also be sought from the school concerned.** This reference should be provided by the Head or other suitable person with knowledge of disciplinary and safeguarding issues or verified by the Head or other suitable person. References should always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision. Any discrepancies or anomalies must be followed up. References must be verified, usually by direct contact by telephone. References must include specific responses to questions about the candidate's suitability to work with children. If a verbal reference is taken then notes are taken, dated, and signed and filed.

Where it is not possible to obtain two professional references due to the candidate's previous work history, discretion may be used in determining appropriate referees. Questions about safeguarding should be asked regardless of the context of the reference.

Any information provided through references concerning past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post.

No person may start work without two references acceptable to the school having been received.

3.6.7 **References for internal positions**

Two references should also be obtained for recruitment for internal positions (where an existing member of staff applies for a role or position within/[across The City Schools](#)) including for:

- internal promotions
- position moves
- new, but not renewed, responsibility allowances

Typically, one reference will be sought from the member of staff's line manager and a second one from a senior member of the teaching staff. These references are supplied on a standard form available from the HR Department.

3.6.8 **Qualification Requirements**

Applicants must be able to demonstrate they have obtained any academic or vocational qualifications relevant to the post and claimed by them in their application form and which were taken into account when making the

appointment. Applicants will be asked to provide original copies of these when attending the interview. Applicants who are unable to bring these to the interview must do so before taking up an appointment and before the appointment is confirmed. Discretion may be used for qualifications gained many years previously where the evidence is not available, but a subsequent work history and experience are considered sufficient.

3.6.9 **Suitability checks for applicants who have lived or worked outside the UK**

If, because of a person living or having lived outside of the UK, a DBS check is not considered sufficient to establish suitability to work in a school, The City Schools will carry out such further checks as deemed necessary, in line with relevant DfE and Home Office guidance.

Where the additional checks have not been received before the person is due to start work, they may be permitted to commence employment with a risk assessment in line with those for members of staff commencing work before their DBS certificate has been received. The HR Department will be responsible for coordinating these checks, and for ~~coordinating the~~ checking for evidence of permission to work.

All applicants (for any role) who have lived and worked in any country overseas for more than three months within 10 years of their application require the following checks:

- all the checks as for other staff (including an enhanced DBS check, even if the applicant has not previously been to the UK), plus
- any additional checks The City Schools consider appropriate: these additional checks could include, where available, a criminal records check for overseas applicants, in line with relevant DfE and Home Office guidance.
- for applicants for teaching roles, these additional checks could also include a letter of professional standing from the professional regulating authority (in the country/countries the applicant has worked) confirming they have not imposed sanctions or restrictions or are aware the applicant is unsuitable to teach where available. This will be assessed on a case-by-case basis by the Head and HR.
- Where a person is an overseas-qualified teacher, The City Schools will follow the Teaching Regulation Authority (TRA) guidance (1 January 2021) on requirements for overseas-qualified teachers and will ensure staff have the relevant qualifications.

Where this information is not available, The City Schools will seek alternative methods of checking suitability and / or undertake a risk assessment that supports informed decision-making on whether to proceed with the appointment.

The HR department will be responsible for coordinating these suitability checks, and for coordinating the checking for evidence of permission to work.

3.6.1 **Prohibition from management of independent school's check**

0

For new appointments to management positions, checks must be made to ensure that a section 128 direction have not been made by the Secretary of State, precluding that person from a management role.

Such management positions include:

- The Head
- All staff on the Senior Management Team
- Teaching positions with Head of Department responsibility
- Other senior management roles
- Proprietors (Governors see below)

3.6.1 **Disqualification from Childcare**

1

This is an additional requirement for 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 the individuals are not disqualified under the Childcare Disqualification Regulations 2018. Details of any staff who meet these criteria are provided annually by the Head (CJS) and on appointment.

3.7 **Conditional Offer of Appointment**

The letter of appointment will make it clear that the offer is subject to satisfactory completion of the following:

- The receipt of two satisfactory written references, one of which must be from the candidate's current or most recent employer.
- A satisfactory medical assessment (and, if considered desirable, follow up examination by the Occupational Health Physician).
- Verification of the candidate's qualifications, where those are an essential requirement for the post.
- Proof of the candidate's right to work in the UK⁴.
- Proof of address (e.g. a utility bill (not a mobile phone bill), dated within the past 3 months, or council tax bill dated within the last 12 months).
- A satisfactory Enhanced Disclosure and Barring Service and Children's Barred list check.
- Any additional checks required for teaching staff.
- Any additional checks required for management staff.
- And any additional checks the School considers appropriate for Teaching staff and overseas applicants (please refer to 3.6.9).
- Disqualification from childcare declaration where necessary.

4. **Supply Staff and Trainee / Student teachers**

⁴ The school is required to ask all applicants for this information under the Immigration, Asylum and Nationality Act 2006.

- 4.1 When a Supply Agency is used to provide temporary Teaching Staff across The City Schools, the Senior Deputy Head of the appropriate school will ensure that the agency supplies appropriate documentation giving details of all the checks that the agency has carried out on that person to ensure that they are suitable to work in their School. That documentation will be retained by HR staff.
- 4.2 Temporary Teaching Staff from a Supply Agency are required to show current photo ID and their DBS certificate when they arrive at the School requiring assistance. This documentation will be retained by HR staff.
- 4.3 When a Supply Agency is used to provide temporary Professional Services Staff across The City Schools, the HR department will ensure that the agency supplies appropriate documentation giving details of all the checks that the agency has carried out on that person to ensure that they are suitable to work in the School where required. That documentation will be retained by HR staff.
- 4.4 With trainee or student teachers who are in temporary positions across The City Schools, the member of the SMT with oversight of such persons (usually the Deputy/Assistant Head (Teaching and Innovation)) and HR staff will ensure that the all necessary checks are completed (in line with the New Starter checklist in Personnel Files).

5. Contractors and Third-Party Staff (Regular and Non-Regular)

- 5.3 When a contractor is used to provide a service across The City Schools through placements of third-party staff, HR will determine with the relevant Line Manager whether or not the contractor is defined as regular or irregular. HR will ensure that the contractor supplies appropriate documentation giving details of all the checks the contractor has carried out on that person to ensure they are suitable to work at the appropriate school. That documentation will be retained by HR staff.
- 5.4 The Contractors Clearance Protocol has been written in conjunction with the School's Recruitment Policy and this is available via the schools HR department.
- 5.5 Contractors in regulated activity are included on the SCR.

6. Governors (The Proprietor)

- 6.1 **DBS, Barred List and Prohibition checks for Governors**

The DBS maintains 'barred lists' of individuals who are unsuitable to work with children. Where barred list information is requested, and 'children's workforce independent schools' is specified in the parameters for that check, the certificate will also detail whether the applicant is subject to a direction made under section 128 of the Education and Skills Act (2008). Such a direction prohibits an individual from taking part in the management (including being a governor) of independent schools in England.

- 6.2 **The City Schools**, in conjunction with City of London Corporation Town Clerk’s Department, perform all such checks as are required to confirm the suitability of governors (‘the Proprietor’, as described in Part 4, Paragraph 20 of the Independent Schools Standards Regulations).

7. Staff Induction and Training

7.1 Safeguarding and Child Protection

All appointed staff are provided with the following documents, and they are required to sign a register to confirm they have been read and understood them:

- The Safeguarding and Child Protection Policy (including the Staff Safeguarding Code of Conduct) and the identity and role of the Designated Safeguarding Lead (DSL) and Deputy DSLs
- Part 1 of the DfE’s Keeping Children Safe in Education (including Annex A for those who work directly with children)
- The Staff Code of Conduct, including the Whistleblowing Procedure
- The **relevant** School’s safeguarding response to children who go missing from education, including the Attendance & Registration and Pupil Supervision Policies
- The **relevant** School’s Pupil Behaviour Policy (teaching staff only)
- The **relevant** School’s Data Protection Policy (Employees)
- The **relevant** School’s IT Policy for Staff
- The DfE’s *What to do if you think a child is being abused*
- The **relevant** School’s Health and Safety Policies
- The **relevant** School’s Mental Health and Wellbeing Policy

Safeguarding and Child Protection is also covered in the induction training for all staff (including, where appropriate, an online child protection course), which includes the arrangements for Children Missing in Education.

- 6.2 Further guidance can be found in each school’s induction policy available from the Staff Intranet, Deputy Heads (Teaching and Innovation), or HR team.

8. Equal Opportunities

- 8.1 **The City Schools promote** employment practices designed to eliminate discrimination. All applicants are provided with an equal opportunities monitoring form to complete.

- 8.2 **The City Schools aim** to ensure that:

- no applicant for a job receives less favourable treatment on the grounds of:
 - sex
 - age
 - disability
 - sexual orientation
 - gender reassignment
 - religion or belief
 - race (including colour, ethnic or national origins)

- pregnancy and maternity
 - marriage and civil partnership
- all applicants will be treated equally and fairly in the recruitment process outlined in this policy
- the successful applicant will be recruited (and subsequently trained) on the basis of ability, experience and skill(s) to undertake the job successfully, as defined within the job description and person specification.

8.3 Further information and guidance is given in the City of London Corporation Equal Opportunities in Employment Policy, which is available from the HR team.

9. Record Keeping & Confidentiality

9.1 In line with the City of London Corporation's Recruitment and Selection Policy, the original applications of all applicants, together with a brief written record detailing the reasons for their rejection or inclusion at each stage of the process, will be retained securely for a minimum of 12 months from the date of an appointment decision is made; at that point, it will then be destroyed securely.

9.2 It should be noted that documentation may be released to a third party in the event of a complaint to an Employment Tribunal or Data Protection request. Recruiting managers must return all relevant recruitment and selection documentation.

9.3 Applicants are entitled to request the erasure of their personal data, held by [The City Schools](#), under Article 17 of the General Data Protection Regulation (GDPR).

CLS/CLSG/CJS: New Starter Checklist

Section 1 – Employee Details

Employee Name		Start Date	
		End Date	
Job Title			
Department			
Line Manager			

Section 2 – Pre-Employment

(**Bold** = SCR requirements)

SCR	Action	Date received / actioned and completed by (HR Initials)	Notes (type of doc or comments for SCR)
	Ensure the following details have been received/verified by HR and copies placed in electronic and hard personnel file.		
A)	Proof of identity (photo ID and/or birth certificate)		
B)	Proof of address (utility bill/bank statement)		
C)	Proof of right to work (passport and evidence of settlement)		
D)	Academic and/or professional qualifications		
	DBS certificate applied for		
E)	DBS certificate check/		
F)	Barred List check		
H)	US check with barred list (if required)		
I/J)	Overseas check (if required)		
K)	Prohibition from teaching check (if required)		
L)	Prohibition from management S128 (if required)		
M)	Disqualification from childcare (if required)		
N)	Application form / CV checked		
O)	Reference 1 verified (verbally)		
P)	Reference 2 verified (verbally)		
Q)	Medical clearance		
R)	Disclosure of convictions form		
R)	Online Search		

R)	Risk assessment (DBS or o'seas check or conviction)		
	Job description/advert		
	Interview notes		
	National Insurance document		
	Emergency contact details		
	Bank details		
	Pension forms		
	HMRC starter checklist		

Section 3 – Employment Documents

	Action	Date received / actioned and completed by (Initials)	Notes
	Ensure the following details have been received/verified by HR and copies placed in electronic and hard personnel file.		
	Confirmation of appointment		
	Signed employee offer letter & contract		
	PAY2 Form sent to payroll		

Section 4 – On-Boarding

Action	Date actioned and completed by (initials)	Notes
Single Central Record (all columns completed)		
iSAMS (account created, emergency contact details added)		
VWV (user created, enrolled Child Protection module, DfE Prevent & role specific module).		
Manager notified of probation review dates and provided with documents.		

Action	Date actioned and completed by (initials)	Notes
File sign off-independent verifier before start date		
First SCR audit		

CLS/CLSG/CJS: Risk Assessments

- 8.1 There would need to be exceptional and justifiable circumstances for employment to commence prior to DBS clearance. Such a decision can only be taken by the Head, Senior Deputy Head or COO, following a risk assessment. In any circumstances, potential employees cannot commence work prior to the Barred List check being completed. Nor may they commence work prior to the submission of their completed disclosure application to the DBS.
- 8.2 There must be a record of the Risk Assessment and decision, including “sign off” by the Head, Senior Deputy Head or COO, to ensure the audibility and accountability of the judgement. The judgement is an assessment of the risk versus the consequences of the decision. The Risk Assessment pro-forma (see below) is to be used to act as an auditable record of the decision made following risk assessment and must contain the signature of one of the accountable persons. This responsibility cannot be delegated.
- 8.3 If a decision is taken to allow an employee to commence work prior to receiving the DBS certificate, the employee must have completed and submitted their completed disclosure application to the DBS, and their contract of employment should remain subject to this condition being met. The application’s progress within the DBS system should be checked and monitored on a regular basis.
- 8.4 Robust and reliable supervision arrangements must be put into place during the “waiting period”. The employee must be clearly notified of the supervision arrangements that are in place. The situation must be checked and monitored at least every two weeks. The Head, Senior Deputy Head or COO remains accountable during this time, until the clearance is received, checked and suitability confirmed.
- 8.5 If at any stage, the new member of staff’s behaviour is of concern, or the protection measures are not able to be implemented or sustained, then the permission to work must be withdrawn until such time as all checks have been satisfactorily completed.
- 8.6 **Risk Assessment - Key Questions for Consideration**

- 1 **What are the exceptional reasons for considering commencement of employment prior to receiving clearance?**

This should not be a natural default position, and should be exceptional and clearly linked to the circumstances identified in response to Question 2 below.

- 2 **What would be the consequences to the School’s operations of waiting until clearance is received?**

These should be exceptional and have a demonstrable substantial impact. The School should be able to demonstrate how it has used effective planning to avoid / minimise this disruption, and clearly show where this has been unavoidable.

- 3 **Is the employee known to the school?**

A former employee, who would have had a DBS check when working in the School, and of whom a great deal is known, will present a much lesser risk than a new employee, who is not known to at all. The more recent the departure the lower the risk.

4 **If the employee commenced work, what would be their normal level of access to children?**

- i. Unsupervised access one-to-one*
- ii. Unsupervised access to a group*

Neither of these would be acceptable arrangements in any circumstances during this “waiting period”.

- iii. Supervised access one-to-one*
- iv. Supervised access to a group*
- v. No direct access, but based within premises*

In these circumstances, if an employee does commence employment prior to clearance being received, their access must be supervised at all times. The level of risk declines the lower down the list above, but there continues to be a risk with each of these scenarios.

CLS/CLSG/CJS: Risk Assessments

To be completed by Assessor (Manager):

Name of Employee:		Name of Assessor (Manager):	
Role:		Date of Risk Assessment:	
Teaching Post (Y/N):		Counter-signed by: COO, Senior Deputy Head, Head	

To be completed by HR:

Pre-Employment Checklist:

Identity checked and verified?	
Proof of address checked and verified?	
Right to Work checked and verified?	
Two references received and are both satisfactory?	
Medical Clearance received and verified?	
Employment history checked and satisfactory?	

To be completed by Assessor (Manager):

Reasons for considering commencement of employment prior to clearance:

Overseas check received and verified if applicable?		
Barred List Check completed?		
DBS Received and Verified?		
Section 128 Check completed if applicable to post?		
Prohibition Check completed if applicable to post?		
Self Criminal Declaration completed & satisfactory?		
Online Search completed & satisfactory?		

To be completed by Assessor (Manager):

Supervision arrangements during the “waiting period” and any other control measures:

To be completed by the counter-signatory (COO, Senior Deputy Head or Head):

Assessment of Risk following control measures:

LOW MEDIUM HIGH

- 1) If assessed as **HIGH** or **MEDIUM** Risk this prospective employee may **not** commence work prior to satisfactory clearances.
- 2) Following an assessment of the risks, if assessed as **LOW** risk, I have determined that the above-named person may commence employment with the identified control measures. I undertake to personally review this situation at intervals of no less than every two weeks.

Signed: _____ Date: _____ Next Review Date: _____

Signed: _____ Date: _____ Next Review Date: _____

Signed: _____ Date: _____ Next Review Date: _____