



**Bacton**  
Primary School



**Cedars Park**  
Primary School



**Mendlesham**  
Primary School



**Stowupland**  
High School



**The John Milton**  
**Sixth Form**  
AT STOWUPLAND HIGH SCHOOL



# JOHN MILTON ACADEMY TRUST

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## Policy on Safer Recruitment including DBS Checks and Single Central Records JMAT 019

### History of Document

Issue No	Author/ Owner	Date Written /Reviewed	Ratified by Committee on	Comments	Next Review Date
V1	HR Manager	20 June 2018	20 July 2018	to be reviewed annually and updated in line with KCSiE	
		Mar 2019	22 March 2019	reviewed initially by Standards, Personnel & GDPR Committee and subsequently by the Full Board.	Sept 2019 in line with KCSiE
V2	HR Manager	Sept 2019	27 Sept 2019	to be reviewed annually and updated in line with KCSiE	
V3	HR Manager	Sept 2020	25 Sept 2020	No amendments made	to be reviewed annually and updated in line with KCSiE
V4	HR Manager	Feb 2021	n/a	Amendments made in line with updated KCSiE Jan 21 following leaving EEU.	to be reviewed annually and updated in line with KCSiE
V5	HR Manager	August 2021	n/a	Amendments made in line with updated KCSiE Sept 21.	to be reviewed annually and updated in line with KCSiE

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## 1. Introduction

The John Milton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to both share and demonstrate this commitment in every aspect of their work. The Safer Recruitment Policy applies to all recruitment across the Trust and ensures that appointments are made in accordance with the provisions of Employment Law and Keeping Children Safe in Education ([Keeping children safe in education](#)). The implementation of safer recruitment processes and procedures supports the Trust in fulfilling its duty of care towards pupils across all Trust schools.

For the purposes of this policy, the term **Headteacher** refers to the lead professional in each John Milton Academy Trust (**JMAT**) school. For central trust staff this will be the Chief Executive Officer (CEO).

### 1.1 Scope

This policy applies to all recruitment across Trust schools, as well as Trust central staff appointments.

### 1.2 Purpose

The appointment of all employees will be made on merit and in line with employment legislation and Department for Education statutory guidance. The purpose of this policy is to enable the Trust to meet these requirements at every stage of the recruitment process by ensuring:

- that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- compliance with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks
- compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the Data Protection Act and provides more onerous responsibility and accountability for fair and transparent processing. The Trust Workforce Privacy Notice and Record Retention Schedule provide specific details in accordance with the GDPR principles and can be found at [www.johnmiltonacademytrust.co.uk](http://www.johnmiltonacademytrust.co.uk) and on each school website.

### 1.3 Scheme of Delegation

Headteachers appointments must be approved by the Trust Board. Deputy Head and Senior Leadership Team appointments must be approved by the CEO in consultation with the Headteacher.

All appointments below the level of SLT must be approved by the Headteacher of the recruiting Trust school. Details relating to the Trust Scheme of Delegation can be found at [www.johnmiltonacademytrust.co.uk](http://www.johnmiltonacademytrust.co.uk).

Appointments to the Central Services Team must be approved by the CEO and CFO and the appointment of the CEO must be approved by the Trust Board.

### 1.4 Responsibilities

The **Trust Board** has:

- delegated powers and responsibilities to the Headteacher/Trust HR Manager to ensure that the requirements of this policy are fulfilled and DBS checks are in place
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for monitoring and evaluating the Single Central Record in each school

The **Headteacher/Trust HR Manager** will:

- consistently apply the requirements and processes within this policy
- ensure DBS disclosures are carried out in accordance with current guidelines
- use the DBS Update service to check the validity of DBS certificates
- request disclosure checks
- using the disclosure check information decide whether an appointment can proceed
- keep an up to date single central record
- ensure that school staff, pupils and parents are aware of and comply with this policy

(The Headteacher may delegate the administration of DBS and pre-employment checks and the single central record to an appropriate member of school staff).

All **staff** will:

- comply with all aspects of this policy
- ensure all the necessary documentation for the recruitment and disclosure process are provided
- report any concerns they may have on any aspect of the school or trust community

## 2. Recruitment Procedures

### 2.1 Vacancies

A vacancy may occur through a resignation or as a result of increased pupil numbers or particular developments. In line with Pay Policy and best value principles, the recruiting Trust school will consider whether the post is still necessary, whether it should remain a teaching/support post, or whether it presents the opportunity to amend the school's published staffing structure. Similar consideration will also be given to Trust central vacancies.

### 2.2 Advertising

As a standard rule, all vacancies should be advertised on the Suffolk County Council website. National advertising may also be considered for Senior leadership and middle management vacancies or for subject areas where there is a known shortage of teachers. Other teacher specific recruitment websites, or agencies for specialist support roles may be used. An advertisement will also appear concurrently on the Trust and recruiting school's websites. Vacancies for TLR upgradings will be advertised internally.

Whilst it is normal practice for an advertisement to be placed externally, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement.

Where the Trust has adopted the structure of an Executive Headteacher and Head of School, the Head of School position may be filled through an internal upgrade where a suitable candidate exists.

The format of the advertisement is dependent on the means of advertising. Advertisements will include the following:

- Trust information
- School specific information

- Job specific information
- Interview date
- Start Date
- Trust / school's commitment to safeguarding and promoting the welfare of children and young people
- DBS check requirements for successful applicants

A copy of, or link to, our safeguarding and child protection policy is available on the Trust and School websites.

## 2.3 Response

All applicants will have access to the following information via the Trust and recruiting school's website:

- Job Description and Person Specification, including an outline of main employment terms and the safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children;
- Specific information relating to the subject area / post
- Candidate Information or School Prospectus
- Contact details for arranging an informal discussion or visit to the school
- Statement of Professional Expectations
- Safer Recruitment Policy
- Pay Policy
- Information relating to references, DBS and other pre-employment checks required
- An application form including:
  - Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account;
  - Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity);
  - Equality and Diversity Monitoring form

This information can also be emailed or posted as requested.

CVs will not be accepted.

## 2.4 Selection

Selection panels should comprise an odd number of people (normally three) in the event of a majority vote being required, but will involve at least two people. Where possible, a member of the school's local board will be involved in the selection process for teaching posts, particularly those carrying a TLR responsibility and for support posts of Grade 5 and above. A member of the Senior Leadership Team or local board member if present will chair the selection panel. In the case of a Headteacher appointment, the CEO will be part of the selection panel. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training and that person will be identified on the selection/interview records.

**It is good practice that the interview panel is made up of those involved in the shortlisting and selection process.**

## 2.5 Shortlisting

Applications received for all posts will be recorded on the Safe Recruitment Procedural Record standard pro-forma. The criteria for selection will be consistently applied, with the panel judging all applications against the essential and desirable criteria for the post, as set out in the job description and person specification. The panel will also scrutinise applications noting any discrepancies / anomalies / gaps in employment and explore all potential concerns. The shortlisting process will be recorded on the Safe Recruitment Procedural Record standard pro-forma. The panel will agree the candidates to be called for interview.

We will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

As part of the application process, applicants are advised that if they have not been contacted by the Trust / school within four weeks of the closing date, then they have not been shortlisted.

If the field of applicants is felt to be weak, the post may be re-advertised.

## 2.6 Reference Requests

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. In this respect, the Trust / recruiting school will seek to obtain **at least** two references on each shortlisted candidate before interview. Referees will receive the Trust school reference pro forma to complete, along with a copy of the job description and person specification.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Not request, or accept references from, personal email addresses
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

References should cover at least 5 years of an applicant's employment history; this may mean that more than two references are sought.

If a candidate for a post working with children is not currently working with children, a reference will also be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

The reference request asks the referee to confirm:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history and conduct
- All disciplinary action, which may include those where the penalty is "time expired" and relate to the safety and welfare of children
- Details of any substantiated allegations or concerns relating to the safety and welfare of children

- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

Where it is difficult to obtain suitable references or referees advice must be sought from the Trust HR Manager.

## 2.7 Interviews

All candidates invited for interview will be regarded as potential employees. As well as detailed arrangements for the interview, the invitation letter will also confirm the conditions that need to be met to confirm any subsequent offer of employment. Details regarding identification, proof of address and original qualification requirements are also provided.

Candidates are advised that if they are successful at interview, the school will require further information. They are asked to bring with them a completed Invitation to Interview Checklist, which includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

Candidates will also be asked to notify the Trust / recruiting school of any specific requirements relating to a disability or dietary needs.

Following the interview and any offer of employment, candidates will be asked to provide documentation for identification, DBS check and proof of right to work in the UK (see 3. Offer and Pre-employment Checks).

## 2.8 Interview Format

Before the interview, the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirements of the job description and person specification. Each candidate's suitability will be judged against the criteria for the post. The interview will also explore their suitability for working with young people.

All candidates will be asked an agreed series of questions. No questions, which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. Subsidiary questions and additional questions relating to individual experience may also be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also be the opportunity to explore any issues arising from the application or references e.g:

- to probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- to explore any potential areas of concern to determine the candidate's suitability to work with children
- to record all information considered and decisions made

A template interview question sheet is provided.

All candidates will be given relevant information about the school and post as part of the interview to enable them to make further enquiries about the suitability of the advertised job. The final question in the interview will confirm whether or not the candidate still wishes to be considered for the post.

The Safe Recruitment Interview Sheet will be used to record the questions asked during the interview, candidate assessments and the decision regarding the preferred candidate.

At the point of offer of employment, the panel will consider any declarations made by the candidate on the Invite to Interview Checklist and discuss this with them.

Depending on the nature of the post and the format of the interview day, unsuccessful candidates will be asked to remain until the preferred candidate has accepted the conditional offer of employment. Unsuccessful candidates will be offered feedback based on the information recorded on the Safe Recruitment Interview Sheet.

The recruitment documentation will be used in compliance with the Data Protection Regulations and General Data Protection Regulations. Candidates are advised that by supplying information, they are giving consent to the information being processed for all employment purposes as defined by statute if they are subsequently appointed. For unsuccessful candidates, recruitment information will be stored securely for a maximum of six months then destroyed securely in line with Data Protection Regulations.

### **3. Offer and Pre-employment checks**

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties and will be conditional until satisfactory completion of the necessary pre-employment checks (see 3.2 below).

#### **3.1 DBS Checks**

The majority of school appointments are for staff who will be responsible for the care and supervision of children on a regular basis (regulated activity). Regulated activity means a person who will be:

- responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children
- carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children
- engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

As part of the safer recruitment process, all prospective employees will need to have an enhanced DBS check with barred list information. The Trust has a mandatory duty to make checks for anyone who will be in regulated activity. A new DBS and Barred List check must be carried out for all new employees.

#### **3.2 Pre-employment checks**

The following pre-employment checks must be completed before the employee starts work. Consideration for employment starting ahead of full checks must go through the HR Manager. Exceptions will never be made in the case of the barred list and prohibition from teaching checks:

- Identity check
- Barred list check
- DBS check
- Qualifications
- Prohibition from teaching check



- Criminal Convictions Declaration and Disqualification Form covering Disqualification in accordance with the provisions of the 2018 Childcare Disqualification Regulations and Childcare Act 2006
- Section 128 checks (for those with financial responsibility)
- Pre-employment health clearance
- Right to Work in the UK
- Overseas Checks on people living and working outside the UK
  - Certificate of Good Conduct - from any country where the candidate has lived or worked for 3 months or more in the last 10 year.
  - Letter of Professional Standing - from the professional regulatory authority in the country worked (for teaching posts)

The successful candidate will be asked to provide evidence of identity and address prior to any checks being initiated.

Details relating to completion of all pre-employment checks will be recorded on the Safer Recruitment Pre-Employment Checklist which will be placed in the Personal File and also recorded on the school's single central record (SCR).

### 3.3 Offer of Employment

The successful candidate will be informed, normally verbally and then by offer letter, that the appointment is subject to satisfactory completion of the aforementioned checks. As part of the offer process, the salary will be confirmed, with the pay point of a particular scale/grade and any TLR allowance identified.

Successful candidates will be issued with a pre-employment pack along with their offer of employment letter, which will ensure that they receive all the necessary clearance forms and documentation. The pre-employment pack will include:

- Starter Pack including:
  - Bank Details Form
  - Personal Information Form
  - Staff Internet Use Statement
  - Declaration of Pecuniary and Business Interests
  - Pre-employment checklist
- HMRC Starter Checklist form (if you do not have a P45)
- Privacy Notice - workforce
- Staff Code of Conduct
- Keeping Children Safe in Education: Part 1 & Annex B
- Local Child Protection Procedure
- Teacher Standards (Teachers only)
- School Behaviour Policy
- Safeguarding and Child Protection Policy
- Combined Data Protection and Freedom of Information Policy
- ICT Policy
- Whistleblowing Policy

### 3.4 Existing Staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or

- There has been a break in service of 12 weeks or more.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

The circumstances under which the Trust will refer an individual to the DBS who has harmed, or poses a risk of harm, to a child or vulnerable adult are contained in Appendix C of the Safeguarding and Child Protection Policy (JMAT 022).

## 4. Personal File and Single Central Record

### 4.1 Personal File

Recruitment and selection information for the successful candidate will be retained securely and confidentially in his or her personal file in line with the Trust's Record Retention Schedule. This will include:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References (see 2.6)
- Proof of identity including current address
- Proof of right to work in the UK
- Proof of relevant qualifications
- Letter of Professional Standing (where applicable)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance and barred list checks
- Prohibition from teaching checks
- Criminal Convictions Disclosure and Disqualification in accordance with the provisions of the 2018 Childcare Disqualification Regulations and Childcare Act 2006- signed
- Child Protection / Safeguarding Training certificates
- Offer of employment letter and signed contract of employment

Pre-employment health checks are undertaken for all new appointments.

Any health or absence concerns, which arise or are declared by existing staff, are managed in accordance with the Sickness Absence Policy and the Trust's Occupational Health Provider.

The personal file will also include:

- Job Description and Person Specification
- Emergency Details Information
- Internet Agreement Form/ICT Policy/e-safety - signed
- Professional Expectations – signed
- Pecuniary Interests Declaration
- All training certificates

A record will also be kept of keys / access cards and laptop or equipment allocated.

## 4.2 Single Central Records

In accordance with Keeping Children Safe in Education, each Trust school maintains a Single Central Record (SCR) of its staff, containing information on the employment checks carried out. The Trust maintains a SCR of central staff. All successful candidates will be entered onto the relevant SCR.

The Trust must also have access to a collated SCR for all schools.

SCRs will record the following information:

Name of person		Qualifications required and evidenced	Date checked
Address		Teacher Reference Number	
Date of Birth		Prohibition Check (teaching staff and others in class based roles)	Date checked and outcome
Evidence of address	Date checked	Passport/VISA/Work Permit evidenced for right to work in the UK	Date checked
Evidence of ID	Date checked	Date VISA/Work Permit expires, if required	
Satisfactory reference 1	Date received	Most recent Visa or Work Permit evidenced	Date evidenced
Satisfactory reference 2	Date received	Medical Clearance	Date received
Start date with school/Trust		Prevent Training	Date received
Job Title		Safeguarding Training	Date received
Barred List Check	Date received	DSL and Safer Recruitment Training	Date received
Enhanced DBS Check	Date evidence / checked	GDPR Training	Date received
DBS Disclosure Number	Date of DBS Disclosure	s128 check (if required)	Date received
Overseas Police Check or Certificate of Good Conduct	Date checked	Letter of Professional Standing	Date and outcome
Disqualification in accordance with the provisions of the 2018 Childcare Disqualification Regulations and Childcare Act 2006			Date and outcome

The SCR will also show who the checks were evidenced by (where applicable).

An audit of both the Single Central Record and Personal Files is scheduled on a termly basis.

## 5. Other Adults

All staff employed by or working within a Trust school will be named on the individual school's SCR.

The following information is also contained in Appendix B of the Safeguarding and Child Protection Policy.

## 5.1 Volunteers

Other adults who work as volunteers, such as parent helpers will be included on the relevant school's SCR and subject to identity checks and the appropriate level of DBS check. Schools will

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity;
- Obtain an enhanced DBS check with barred list information for all volunteers who are working in regulated activity;
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers;
- Record a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity;
- Ensure that appropriate checks are carried out to ensure that relevant individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

This also applies to individuals on work experience or a work placement.

References will also be sought for volunteers.

## 5.2 Trustees and Local Board Members

All trustees and local board members will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity. The chair of the board of trustees will have their DBS check countersigned by the secretary of state.

All trustees and local board members will also have the following checks:

- Section 128 direction (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#));
- Identity;
- Right to work in the UK;
- Other checks deemed necessary if they have lived or worked outside the UK.

For associate members of the Local Board an enhanced DBS is not mandatory, although can be carried out where appropriate.

For local board members, information regarding these checks will be recorded on the school's SCR or Trust SCR where appropriate and for trustees, details will be included on the Trust SCR.

## 5.3 Agency and Third Party Staff

Schools will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. This will be held on file at the school and recorded on SCR. Schools will also check the identity of the person presenting themselves for work on their arrival at the school to ensure that he/she is the same person on whom the checks have been made.

## 5.4 Contractors

Schools will ensure that any contractor, or any employee of the contractor, who is to work at a Trust school has had the appropriate level of DBS check (this includes contractors who are provided through

PFI or similar contract). This will be an enhanced DBS check with barred list information for contractors engaging in regulated activity or an enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

Before commissioning contractors, a company statement must be obtained providing confirmation that all relevant checks have been completed with dates, along with a copy of the company's safeguarding policy. This will be held on file at the school and at the Trust and recorded on SCR. The identity of all contractors and their staff is checked on their arrival at the school.

The school/Trust will obtain the DBS check for self-employed contractors and will not keep copies of such checks for longer than 6 months. Where a person does not hold a relevant DBS check they will not be able to engage in regulated activity under any circumstances and will be supervised while on the school site.

Where self-employed contractors such as music teachers or sports coaches are working in a school with pupils aged under 8, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

## 5.5 Trainee/Student Teachers

Schools will ensure that all necessary checks are carried out for initial teacher training applicants that are salaried by the Trust. For trainee teachers who are fee funded, the school will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. In both cases, this includes checks to ensure that relevant individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

## 5.6 Visitors

The Trust or schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending sports days). Headteachers should use their professional judgment about the need to escort or supervise visitors. Please refer to the Trust Child Protection and Safeguarding Policy regarding checking the ID and suitability of third party staff and visitors (Appendix B).

## 6. Linked Policies

<ul style="list-style-type: none"><li>● Child Protection and Safeguarding Policy</li><li>● Local Child Protection Procedures</li><li>● Staff Code of Conduct</li><li>● Teacher Standards</li><li>● Whistleblowing Policy</li></ul>	<ul style="list-style-type: none"><li>● Induction Policy</li><li>● CPD Charter</li><li>● Data Protection and FOI Policy</li><li>● Privacy Notices</li><li>● Record Retention Schedule</li></ul>
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## Appendix A: JMAT Safeguarding / Child Protection Training Framework

<p><b>Recruitment:</b> New staff / volunteers / supply</p>	<p>As part of recruitment all staff and volunteers <b>MUST</b> have safeguarding/child protection training.</p> <p>This <b>MUST</b> be completed before their start date.</p> <p>Accepted training:</p> <ul style="list-style-type: none"> <li>● NSPCC child protection in schools - online course (within the last academic year)</li> <li>● Success in Schools Ltd (Andrew Hall)</li> <li>● Suffolk Safeguarding Partnership endorsed safeguarding/child protection training (within the last academic year)</li> </ul> <p>Staff / volunteers must submit their certificate as evidence of completed training. These details will be recorded within the school and centrally within the Trust.</p> <p>Staff and volunteers cannot start until they have evidence they have completed safeguarding/child protection training.</p>
<p><b>Induction:</b> New staff / volunteers / supply</p>	<p>Safeguarding induction packs will be provided to all new staff and volunteers on their first day. The packs will contain:</p> <ul style="list-style-type: none"> <li>● KCSiE (September 2021) Part 1 and Annex B</li> <li>● Code of Conduct</li> <li>● Child protection local procedures</li> <li>● Behaviour policy</li> <li>● Safeguarding policy</li> </ul> <p>The DSL will explain the child protection procedures within the school and Part 1 of Keeping Children Safe in Education (September 2021).</p> <p>School will record the induction has been completed and signed off by DSL and new staff / volunteer.</p>
<p><b>Contractors:</b></p>	<p>Contractors arriving in school will all receive the school's child protection local procedures.</p> <p>This will be signed for by the individual contractor.</p> <p>Before commissioning contractors, a company statement must be gathered confirming all relevant checks have been fully completed, with dates, and the company must provide its safeguarding policy.</p> <p>This will be held on file in the school and recorded on the SCR. Details of individuals will be provided by the company and these will be checked on arrival against the information provided.</p>
<p><b>Safeguarding / child protection training for existing staff / volunteers:</b></p>	<p>Staff <b>MUST</b> have safeguarding/child protection training every three years.</p> <p>Acceptable training:</p> <ul style="list-style-type: none"> <li>● NSPCC, Success in Schools Ltd (Andrew Hall) or Suffolk Safeguarding Partnership endorsed training</li> </ul> <p>The trust will monitor that all staff have been trained on a three-year cycle from their start date.</p> <p>In addition, the trust will provide each DSL with annual safeguarding/child protection updates each August, in preparation for the September term. The updates will reflect changes within statutory requirements, locally agreed protocols and current issues.</p> <p>DSLs <b>MUST</b> deliver the updates to all staff/volunteers at their school and keep a register of who attended within the school. The trust will monitor this as part of the annual safeguarding review.</p>

	<p>DSLs will provide opportunities for discussion and inhouse safeguarding training within their school. A record of all training / updates and meetings must be kept. The trust will monitor this as part of the annual safeguarding review.</p>
<b>Trustees and Local Board:</b>	<p>All trustees and local board members will be provided with access to relevant KCSiE sections on appointment and must complete safeguarding/child protection training, that includes online safety, within the first term of office and every three years after that. A record of this must be kept within the school or Trust. This will be monitored by the trust as part of the annual safeguarding review.</p>
<b>DSLs and deputies / alternates:</b>	<p>DSLs and deputies/alternates will complete DSL training (NSPCC, Success in Schools Ltd (Andrew Hall) or any other endorsed by the Suffolk Safeguarding Partnership) every two years.</p> <p>DSLs will attend training for trainers as required by the Suffolk Safeguarding Partnership and multi-agency training every two years.</p> <p>All DSLs and deputies/alternates will keep themselves up to date with emerging safeguarding issues.</p> <p>Evidence of this will be monitored during the annual safeguarding review.</p>
<b>Quality assurance and monitoring by the Trust:</b>	<ul style="list-style-type: none"> <li>● All new appointments will be recorded centrally - safeguarding/child protection training will be included as part of the recruitment and selection process.</li> <li>● Annual safeguarding/child protection updates will be provided to all DSLs - details of the update will be recorded centrally.</li> </ul> <p>Annual safeguarding reviews will include checks that:</p> <ul style="list-style-type: none"> <li>● New staff have completed safeguarding/child protection training.</li> <li>● Induction packs have been issued and receipted for all new appointments.</li> <li>● DSL training in line with current guidelines, including evidence of updates.</li> <li>● Local members are trained and kept up to date.</li> <li>● Every interview panel contains at least one person with current safer recruitment training.</li> </ul>
<b>Quality assurance and monitoring by the school:</b>	<ul style="list-style-type: none"> <li>● Record all new staff on the Single Central Record and check that a safeguarding/child protection training certificate has been provided.</li> <li>● Record that all new staff have signed to accept the induction information.</li> <li>● Keep a record of all those who attended the annual safeguarding/child protection update - with evidence of how the information will be disseminated to those who could not access the update.</li> <li>● Record details of all internal safeguarding/child protection updates, safeguarding/child protection discussions in team meetings and inhouse training. These records will be sampled as part of the trust's annual safeguarding review.</li> <li>● Produce termly safeguarding reports for the local board, including details of safeguarding/child protection training and share these with the trust.</li> </ul>

## Appendix B: Trust Recruitment Templates and Forms

The following documents are shared with the relevant post-holder in each school and are a requirement for the purpose of safer recruitment:

1.	Safer Recruitment Flowchart	13.	New Starter Pack
2.	Advert Request Form	14.	HMRC Starter Checklist
3.	Privacy Notice for Applicants	15.	KCSiE (Part 1 inc. Annex B)
4.	Employment Application Forms (Support and Teacher)	16.	Privacy Notice for Workforce
5.	Safer Recruitment Procedural Record	17.	Safeguarding and Child Protection Policy
6.	Interview Invite Letter and Checklist	18.	ICT Policy
7.	Reference Request Form (Support and Teacher)	19.	Whistleblowing Policy
8.	Interview Questions Template	20.	Staff Code of Conduct
9.	Caution and Convictions Flow Chart	21.	Teachers Standards
10.	Appointment / Change Form	22.	Safer Recruitment Policy
11.	Safer Recruitment Checklist (for personal file)	23.	General Induction Checklist Template
12.	Offer of Appointment Letter	24.	KCSiE (full document)