Inspiring Futures Through Learning

Safer Recruitment & Selection Policy and Procedures*

November 2021 to November 2022

Our IFtL Family

At IFtL, we are committed to developing a family of schools who inspire all of our futures through learning. Schools within our Trust share the same values and ethos; our teams are constantly in the pursuit of development and excellence everyday. We open doors to opportunity and unlock the potential of both our children and our adults so that we all develop the confidence to achieve both our independent and collective ambitions. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

Policy name:	IFtL Safer Recruitment & Selection Policy and Procedures
Version:	V4
Date relevant from:	November 2021
Date to be reviewed:	November 2022 *This policy will be reviewed every two years unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.*
Role of reviewer:	HR Manager
Statutory (Y/N):	Y
Published on website*:	2B

Policy level:**	1
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Bodies consulted:	Employees Trade unions School / department governance bodies
Approved by:	IFtL Board of Trustees
Approval date:	25 November 2021

Key:

**** Publication on website:***

IFtL website		**School website**	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

***** Policy level:***

1. Trust wide:
   - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
     - *Approved by the IFtL Board of Trustees.*
2. Trust core values:
   - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore from the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
     - *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
     - *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*

3. School / department policies
   - These are defined independently by schools / departments as appropriate
     - *Approved by school / department governance bodies.*

Safer Recruitment & Selection Policy and Procedures

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Designated Officer/ Local Authority Designated Officer (LADO) within one working day of the allegation being made.

A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Single Equality Scheme.
We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Single Equality Scheme. We will comply with the requirements of DfE Keeping Children Safe in Education.

Roles and Responsibilities

The Trust Board will

- Delegate the power to offer employment of all posts to each Head Teacher/LGB under delegate powers.
- Ensure each of its Schools has effective, consistent policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- Monitor each school's compliance with them
- Ensure that appropriate staff and governors have completed safer recruitment training
- Approve and implement the appointment of Trust staff
- Approve and implement the appointment of a CEO and CFO
- Approve the appointment of Head teachers across the Trust

The CEO of the Trust will:

- In conjunction with the LGB recommend the appointments of Head teachers to the Trust Board
- Review appointments of staff with Head teachers as required.

The Local Governing Body will:

- Approve new/additional positions within their School and determine its own involvement in the appointment

The Head teacher of each School within the Trust will:

- Ensure the school adheres to all safer-recruitment processes and monitor regularly to ensure robust application of all processes and procedures
- Make the offer of appointment to successful candidates
- Involve at least one member of the LGB in the appointment of all Senior positions, if this is not possible then the Head Teacher will seek suitable alternative from the CEO.
- Review new/additional positions with the LGB
- Update CEO of new/additional appointments where necessary
- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on staff, governors and volunteers in the school
- CEO or a nominated person will be part of the interview panel
- Monitor all contractors' and agencies'
- Promote the safety and well-being of children and young people at every stage of this process

Advertising

All vacant posts will be advertised across the trust to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that where there are sufficient, suitably qualified, internal candidates, or staff who are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed.
Any internal recruitment process will follow the procedures set out in this policy. All advertisements for posts, paid or unpaid, will include the following statements: "Inspiring Futures Through Learning Trust" is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer.

Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- An Application Form (CVs will not be accepted)
- A description of the school, relevant to the vacant post
- Reference to the Trust's policy on Equality and Diversity
- Reference to Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- A statement that canvassing any member of staff or member of the Governing Body (at any level), directly or indirectly, is prohibited and will be considered a disqualification

- An outline of terms of employment including salary or range
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return, a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed. Candidates submitting an application form completed on line will be asked to sign the form if invited to interview. A CV will not be accepted in place of a completed application form.

Short Listing and Reference Requests

The selection panel will shortlist applicants against the Person Specification for the post.
The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview. Two references, one of which must be from the candidate's current/most recent employer, will be taken up **before** the selection interview stage (this will only apply to Teaching vacancies as support staff employees do not permit references to be requested until a role has been offered) so that any discrepancies may be probed during this stage of the selection process.

Candidates are entitled to see and receive copies of their employment references and should request these from their referees. References will be sought directly from the referee and, where necessary, they will be contacted to clarify any anomalies or discrepancies.

References will be sought for Volunteers and Governors as well as employees. Employment references should be sought for Governors and Volunteers rather than personal references. As an absolute last resort, a personal reference should be reinforced with a Risk Assessment.

Detailed written records will be kept of such exchanges. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges. If a candidate for a post working with children is not currently employed in a post working with children, wherever possible, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving. Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (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)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance. References are the "property" of the selection panel and strict confidentiality will be observed. A minimum of two references must be obtained before commencing the role of which one should be their most recent employer. For historical references which may be missing for five years or more, there should be a risk assessment in place signed by the head where two references are not evidenced. For less than five years, two references must be sought and evidenced. If the references are still not able to be obtained then evidence of several attempts made to gain them and a risk assessment must be filed in their personnel files.

Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted, except in exceptional circumstances. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post.

References will be verified, and any discrepancies or areas of potential concern will be discussed with the candidate at the interview.

All effort will be made to obtain two references, where it is felt to be appropriate the school will seek a third reference to reinforce those already received.

In the instance where an employment reference cannot be sought, due to insufficient employment history, a character reference can be sought as an absolute exception. A risk assessment should be written alongside the character reference with an explanation as to why an employment reference has not been sought.

Where a character reference is sought rather than an employment reference the Headteacher should explore an extended probation for all posts (including Volunteers).

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

Selection Panels

Selection panels will comprise a minimum of two people (three for senior posts). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, each selection panel will comprise of one member who will have undertaken general recruitment or equalities training.

Interviews

Before the interviews, the selection panel will agree on the interview format. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview.

Candidates invited to interview will receive:

- A letter or email confirming the interview any other selection techniques and whether any adjustments need to be made on the interview date, relating to any disabilities
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview and the opportunity to visit the school.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues. This will include questions asked during the formal interview process.

Candidates will always be required:

- To explain satisfactorily any gaps in employment. The reasons for any gaps should be recorded on the interview form and if there are any concerns for gaps still occurring, follow up checks should be conducted and ensure they are fully explained and where required, evidenced.
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

These should be recorded within the job application form or on the interview form by at least one of the interview panel.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.

When appointing new staff, we will always:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case. To comply with the Data Protection Law (including GDPR May 2018), we will not retain copies of DBS certificates However, copies of other documents may be retained, e.g. passport, driving licence, right to work information, professional qualifications but these will be kept confidentially and securely within the personnel files. Where possible, seek evidence from a passport. If using a birth certificate, any change of name should be supported with proof of name change for example a marriage certificate or change of name by deed poll.
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity (activity is considered to be regulated if the visits occur more than 4 times in 30 days). The DBS certificate must be seen and checked and then who has checked and date checked included on the SCR. It is recommended copies are not kept, but if they are, they must not be kept for longer than six months. For non-regulated activity schools can conduct an enhanced DBS checks if we make them aware they do not have to agree to this and

disclose it is non-regulated on the enhanced DBS application. If no DBS is in place for any non-regulated individuals, they must be escorted at all times. The DBS must be within three months before the employee commences their role i.e. not earlier than 3 months before they start.

- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available. If the DBS is not available prior to commencing the role, employers must complete a written and signed IFtL risk assessment (signed by the Head, staff escorting and new employee) and separate barred list check made through the EPM portal. If this employee is visiting or working in more than one school, each school must ensure they complete the risk assessment and fulfil the escorting at all times requirement. If an employee has a portable DBS, then a standalone barred list check must also be completed by the school prior to them commencing the role.
- If a DBS has been obtained from any IFtL school, this can be transferred/ shared with all schools the employee visiting/ working as IFtL is one employer. As above though, an additional barred list check must be completed prior to commencing in the new IFtL school.
- The compliancy guidelines state that DBS can be used from other schools if no break in service of more than 3 months has occurred; however this is not IFtL policy and we require a new DBS for any employee not already within an IFtL school. If, prior to joining the trust, this is in place for some employees, any new members of staff joining once part of IFtL, in line with our policy, must have a new enhanced DBS check unless moving from an IFtL school.
- IFtL or any school may conduct additional DBS checks in line with policy, spot checks or in response to any concerns raised.
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Section 128 check for those engaged in management roles using the employer access on line service. Section 128 check is a compliancy requirement for any academy schools so all schools within IFtL must have a section 128 check completed. Section 128 checks should include those in management positions including the school business managers and SLT members, governors/ trustees, head teachers, heads of departments as a minimum.
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role). As a minimum, a self-declaration in writing that the employee is physically and mentally fit is one way to obtain this information. If there are any medical issues, reasonable adjustments should be made and recorded. No details of medical information/ issues should be kept on the SCR – details and any required adaptations, where appropriate, should be recorded within their personnel file.
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate, if the candidate (employee, volunteer or governor) has lived or worked outside the UK. They made need a local Certificate of Good Conduct, if they have lived outside of the UK for any time. For any staff who live or work overseas in one or more countries for more than three months since the age of 18 years, an overseas check must be completed unless there is alternative evidence in writing that the police checks were conducted and clear. Where it has not been possible to obtain a good certificate of conduct, it must be evidenced everything possible has occurred to obtain one. The employee themselves is responsible for obtaining their certificate and will need to provide translation where required (schools must ensure it has been accurately translated and translation occurs by a validated source. It is up to the discretion of the head who funds obtaining the certificate of good conduct.

Where employees have been travelling, the school need to evaluate and request a certificate or provide a risk assessment if assed as a certificate of good conduct not being required.

- Ensure an overseas check is obtained for any teacher who is recruited from outside the UK including individual EU countries. The candidate will be asked to provide proof of their past conduct as a teacher as issued by the professional regulating authority in the country in which they worked - this will be considered together with information obtained through other pre-appointment checks to help assess their suitability. The candidate themselves is responsible for obtaining their certificate and will need to provide translation where required (schools must ensure it has been accurately translated and translation occurs by a validated source.
- Verify professional qualifications (original certificates), as appropriate. For teaching staff, evidence of QTS must be provided. Employer Access online service lists QTS dates/professional qualifications and whether induction has been passed and/ or the paper copy must be viewed.
- Completed and signed pecuniary interest form must be completed annually to cover both school and IFtL interests. If there are any pecuniary interests, it is the responsibility of the school to inform and give IFtL a copy of the form. IFtL will maintain a central source of pecuniary interests for key roles.
- It is recommended that an internet search check is conducted and this is recorded on the SCR, including the outcome and who conducted the check and date. This is to include staff, governors, volunteers and anyone who will be unescorted in school premises (as they have completed all other required checks successfully).

If translation is required for any of the safer-recruitment processes to be completed, it must be ensured that they are permitted and it is appropriate for them to conduct the translation. For example, to ensure GDPR compliant and they are appropriate.

If there are any disclosures on the DBS or any other concerns regarding completion of any of the checks, these must be highlighted to the head teacher immediately. Processes and procedures must then be followed to ensure they are safe to be on school premises, and if so, evidence what steps are in place to eliminate any risks. For example, check with EPM for advice, IFtL safeguarding lead, governors, to be escorted at all times, risk assessment in place. Entry to any of our schools or appointment may be denied if it is deemed the individual is unsafe or a risk to the pupils and staff. All explorations and agreements must be placed on file to demonstrate evidence of the procedures, processes and decisions made.

All checks will be:

- Documented and retained on the personnel file (A copy of the advert should also be retained)
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

Offer of Employment by the Selection Panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

Personnel File and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the relevant school including:

Personnel file

- Application form – signed by the applicant and to include any previous surnames

- Interview notes – including explanation of any gaps in the employment history
- references – minimum of two employment references
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service or self-declaration evidence of being fit to work
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment
- Recommend gaining at least two emergency contact numbers for all staff (but must hold at least one emergency contact)
- Evidence of right to work and identity checks

In line with changes within the rules, from September 2018, Disqualification by association checks are not required and IFtL Trust and all schools within it, will no longer establish whether a member of staff providing, or employed to work in, childcare is disqualified by association.

Single Central Record

Each School within the Trust will maintain a Single Central Record (SCR) of employment checks in accordance with DfE guidance, the SCR must be compliant and completed for each offer of employment through the Trust and will include the following information:

- Full name of the new employee
- Previous name where appropriate
- Employment start date from the first day the employee has access to the children
- Role Offered
- Source of the proof of identify/right to work in the UK – passport is the preferred evidence where possible
- Confirmation that the original DBS form has been checked from the candidate - DBS clearance number; date and who completed the check to be recorded
- Relevant qualifications with dates, these must be seen and included within the SCR where essential for the role. For example, QTS and number for all teaching staff
- Confirmation that the Safeguarding Induction has been completed
- Date of Safeguarding Training Certificate
- Confirmation that 2 suitable references have been received by the Trust
- Section 128 check for all those within SLT and management positions
- Teacher prohibition check for all staff 'teaching' – this includes teachers, HLTAs and anyone with a QTS qualification
- Staff safeguarding induction date and who completed this

Each school must ensure that teaching staff, support staff, administration staff, premises staff, school governors and Trustees, volunteers, agency staff, contractors, student teachers and additional instructors/ coaches are included within the SCR. Anyone included within the SCR that leave, must be archived to ensure the SCR is current (to be moved to the leavers tab for up to two years after they leave). All governors and trustees are subject to all checks as required by legislation (including a check with the TBA Teacher Services to check they are not subject to a section 128 direction) and this information is included within the SCR.

- Trustees and governors are required to complete all appropriate safeguarding training and record on the SCR.

It is the responsibility of the school to ensure that their SCR is kept compliant and up-to-date in line with any legislation and requirements and kept securely, protected with passwords if kept anywhere else other than the portal. For ease of monitoring and protection, IFtL require all SCR for each school

to be kept within their own SCR area on the portal (each school will only be able to view their own SCR).

Disqualification.

In line with the changes to the law from 3rd September, disqualification by association will only apply to domestic premises and from this date forward, schools or IFtL will no longer request information about the cautions or convictions of someone living or working in their household. Disqualification under the Child Care Act 2006, however, still applies to staff themselves, whether paid, volunteer or work placements. Relevant staff will therefore still be asked to provide a self-declaration that they are not Disqualified under the Childcare Act 2006 and this will be recorded on the SCR. Relevant staff are those staff who are working in school, including those in management roles, who work with Early Years Foundation Stage children at any time or working with children older than reception until age eight, outside school hours. Previous disqualification by association forms and information within the SCR will be deleted or securely destroyed. For schools with children under the age of eight, the childcare declaration form should be completed if they will have access to the EYFS aged children (for example, more than four times in 30 days). Staff whom cover lunches, break duties etc for children under 8 should complete the from. The date of the disqualification by childcare declaration is recommended to be recorded on the SCR but must be included on the form which must be kept in relevant staff files.

It is recommended this information is included in our Staff Code of Conduct to inform employee's that they must inform their head teacher of any disclosures.

IFtL core team and Trustees/ governors

All Trustee and core team information needed to fulfil requirements will be included on the IFtL SCR. Trustees and core team SCR information will be distributed by IFtL to all schools who must keep a record of this on their school SCR. If trustees or governors attend meetings in school hours and make visits to schools, it is deemed appropriate for a barred list check to be completed. If they do not attend meetings and do not visit schools in school hours a barred list check is not required. (Trustees will only be recorded on SCR of Fairfields where the majority of their meetings are held; visits to other schools are out of school hours, not regulated activity and they are escorted so are not added to every school SCR).

Transfer to another school within the IFtL Trust

As a single employer, the checks as described above will apply to all candidates (employees, volunteers and governors) across all areas within IFtL – this includes moving from one school to another. To this end, not all checks will need to be repeated. However, all of the recruitment, selection, shortlisting and vetting checks will apply to all applicants. Schools should carry out a fair recruitment process, ensuring that all applicants have equal opportunities and the procedure is complaint with the Equality Act 2010. The staff files should be transferred in full to the new school and if the file from the originating schools has any required evidence or checks missing, these must be repeated.

When an employee ceases to work for one school within the Trust and commences employment at another of the Trust's schools, the new school will still need to ensure that a thorough Safer recruitment process has been adhered to and retain evidence of this within the personnel file kept within the new school.

When an applicant moves school, however, there are some additional requirements we follow at IFtL:

- An application form for the new role completed.
- Records of interview, including exploration of any employment gaps and short listing.
- Offer letter and new contract issued and signed.
- New prohibition from teaching check.
- References -
    - Two current references - one employment and one character reference should be obtained from the current IFtL school
    - If there are not two references arriving from the originating IFtL school, the schools must obtain one more employment reference from a previous employer
    - If deemed appropriate by the Headteacher, in certain circumstances a third reference will be sought. The candidate will be made aware of this by being asked for the referee details
- DBS - a new DBS is required for anyone where the DBS is not completed as an IFtL employer. If the most recent DBS was carried out since the school joined IFtL in the last five years, there is no need to carry out a new DBS. In all other instances a DBS should be carried out for all employees. This includes all candidates including staff, governors and volunteers. –
- Overseas. Ensure evidence of a certificate of good conduct is on file or this will need to be completed by the new school. The staff file should be transferred in full to the new school.
- Overseas teachers: Ensure evidence of past conduct as a teacher as issued by the professional regulating authority in the country in which they worked. Where there is no evidence on file or a new one will check to be obtained by the employee.
- The staff file should be transferred in full to the new school.
- Ensure Section 128 is conducted for all staff moving into a management position in the new school.

All schools with new employees, whether from an IFtL school or otherwise, must receive a thorough induction and receive all training as in line with the school policy and requirements.

Schools are advised to speak to HR to seek further guidance or clarify any points made above.

MKTSA SINGLE CENTRAL RECORD - MKTSA staff and TMA ITTP students (e.g. trainees)

All MKTSA staff and all ITTP students and trainees (within the relevant programmes offered by TMA ITTP), will be included within the MKTSA single central record and include all the checks as required by DfE guidance and must fulfil all the checks and requirements.

College/ school work placements

For any placements for students 16 or over, all appropriate checks, including an enhanced DBS, must be completed if they are ever unsupervised. For any students under 16 years, a risk assessment needs to occur and a thorough induction to ensure they understand the safeguarding and child protection and the expectations for conduct within the school. A reference should be obtained from the student's school to confirm that there are no concerns relating to working with children and that the student is of good conduct.

Students on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school.

Students on work experience

Students on work experience will always be supervised and a signed risk assessment in place. If they are 16 years or older and work unsupervised, a DBS and all other appropriate checks must be completed (as stated above).

SCR Monitoring

To offer an extra layer of protection and due to the SCR being such a crucial document, SCR monitoring checks should be conducted by additional personnel – for example, the head and a governor – on a termly basis. IFtL will also conduct SCR monitoring and compliancy checks at least on an annual basis but more regularly if there are any outstanding actions identified in previous monitoring perusals. Additionally, it is very important to double check all members of staff are included within the SCR and compare to another source, for example, payroll to ensure no staff are accidently missed.

Start of Employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks. All new employees will be provided with an induction programme which will cover all relevant matters of school policy and must include: the behaviour policy, safeguarding and promoting the welfare of children, child protection procedures including the identity of the DSL and deputy DSL so they are aware of whom to report any concerns to and the importance of immediate response, safeguarding response to children who go missing from education, whistle blowing and guidance on safe working practices.

Adults working with children who are not employed directly by the school

Supply Staff
We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

Peripatetic staff
All peripatetic staff are to undergo the same checks as those employees on permanent contracts.

Volunteers

We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation. Schools must undertake a risk assessment when deciding whether to obtain an enhanced DBS for any volunteer not engaging in regulated activity. Details of these risk assessments must be recorded.

Contractors

We ensure that contractors, or any employee of the contractor, working at the school has been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

If a contractor working at school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will check the identity of contractors and their staff on arrival at the school or college.

For agency staff, additional instructors/ coaches, contractors, peripatetic teachers etc. evidence including photographic ID, DBS clearance and confirmation all appropriate checks have been completed must be requested by the school and provided by the agency/firm; this information must be included within the SCR.

Confirmation that all appropriate checks have been completed, including enhanced DBS, by any contractors/ agencies/ sports coaches etc must be obtained in writing if they are to be ever in contact with children unsupervised.

As stated previously, if there are any disclosures on the DBS, these must be highlighted to the head teacher immediately and procedures must then be followed to ensure they are safe to be on school premises, and if so, evidence what steps are in place to eliminate any risks e.g. to be escorted at all times, check with EPM for advice, IFtL safeguarding lead, governors etc.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

All IFtL and schools within the trust, will ensure they fulfil statutory requirements including those in line with Keeping Children Safe in Education, September 2021 and Working Together to Safeguard Children 2018 and GDPR May 2018.

Safeguarding Statement

Safeguarding is everybody's business. IFTL MAT is committed to ensuring that all our children and young people are safe and feel safe. The right to be safe for any member of the IFTL community is a non-negotiable and paramount. Safeguarding and child protection is crucial and we are fully committed to ensuring the welfare and safety of all our children and staff. IFTL and all the schools within the Trust must fully adhere to all safeguarding and child protection legislation, policy and procedures at all times and under any circumstances. Any concerns at a Trust level will be referred to IFTL safeguarding Leads, Kim Kemp or Sarah Bennett, and to the relevant designated safeguarding officers within each school for concerns pertinent to children within the school. IFTL fully adheres to all Safeguarding and child protection legislation and MK Together Partnership requirements, including the Milton Keynes Whistleblowing Policy and procedures.