

Recruitment

(Guidance Notes for Schools and Academies - to accompany the Recruitment Policy for Schools and Academies)

June 2021

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The term 'school' refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.

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Recruitment

Guidance Notes for Managers - a reference document for schools and academies

1 Job Descriptions

The manager responsible for recruiting to the role will be expected to ensure that the job description and person specification are designed or updated to attract the best candidates for the role. A carefully considered and precise job description and person specification will help to narrow the field of applicants, leaving fewer, better suited candidates to consider for interview.

Some key considerations include:

- Clarifying the pay grade, job title, reporting and supervisory arrangements and working hours/weeks;
- Identify and list the tasks that are to be carried out by the post holder;
- Setting out the purpose of the role, the key responsibilities, accountabilities, and wider expectations of the role in the job description. Examples of wider responsibilities would be an expectation that all staff take part in regular continuing professional development or that all staff have a responsibility for their own health and safety and that of others; and
- A statement about safeguarding responsibilities should be included in all job descriptions and should also refer to promoting the welfare of children.

2 Person Specifications

A well thought out person specification will help potential candidates to determine if they have the right skills for the role and candidates should aim to demonstrate their experience and suitability for the role against the criteria. The criteria should be exported to a shortlisting grid to enable the shortlisting panel to measure and judge candidates against each expectation using an agreed scoring method.

Some key considerations include:

- Ensuring that the criteria in the person specification are objective and measurable - for example, asking for someone with a good sense of humour is subjective and cannot be measured;
- Criteria should be based on relevant knowledge, skills, attitudes, and aptitudes and should include essential and desirable qualifications and experience. It is

possible to ask for particular personal qualities, but consideration should be given to how they will be measured;

- Ensuring that the criteria are not discriminatory - for example, asking for applicants over a certain age or of a particular gender unless it is a Genuine Occupational Qualification (GOQ). This is a very difficult threshold to meet and advice should be sought from your HR Consultant/Provider or Kent Teach in the first instance;
- Details of how candidates will be assessed against the criteria i.e., application form, interview, tests, references etc.; and
- The person specification must make it clear that it is an essential criterion for all staff to understand their safeguarding responsibilities and should include criteria linked to the suitability of the post holder to work with children. This can be tested through application form, references, and interview.

3 Advertising a Vacancy

Consider whether any other posts in school are at risk of redundancy (including staff on Fixed Term Contracts who are due to expire), and whether this role could be a suitable alternative post which could be ring fenced for the 'at risk' staff. If this is the case the post would not need to be advertised outside of this group of staff.

Consider what makes your job or school stand out from the others. Think about what the candidate will need to know, for example:

- Job title
- Salary
- School name and location
- Hours per week/weeks per year
- Fixed term/permanent/term time only
- Key features of the role including qualification and experience levels
- Unique features of your school - what makes the school a great place to work?
- Benefits of working for your school - what can you offer candidates?
- How to find out more including opportunities to visit the school
- Recruitment timetable including closing date
- Safeguarding statement
- Details of the checks/conditions that the post is subject to

Information should be relevant to the level of the role, for example prospective senior leaders may want to know more about the financial situation of the school or the challenges it is facing but this is unlikely to be relevant for a member of the site team.

For senior and hard-to-fill roles, consider sending out a pack of information or creating the same pack online with details of the area, the school, the role, the most recent Ofsted and prospectus, an introductory letter from the Headteacher or Chair of Governors, quotes from pupils and parents etc. Kent-Teach can advise on the use of micro-sites (a website dedicated to your vacancy) and alternative methods of advertising.

Cantium HR Consultancy and Kent-Teach can provide advice, guidance, and assistance to the Governing Body throughout the Headteacher Recruitment process.

4 Application Forms

Application forms should be the key method of application, whether paper based or on-line. The candidate should be invited to provide a covering letter or supplementary information however it is not advisable to accept CV's in preference to application forms. CV's give the shortlisting panel no control over the information being provided to them and this will limit the ability to directly compare applicants and may indirectly lead to discrimination as CV's are more likely to compare equal opportunities information which cannot be separated prior to shortlisting.

You may also consider including a signed statement declaring that the person is not on the children's barred list, disqualified to work with children, or subject to any sanctions imposed by a regulatory authority, such as the General Teaching Council however this can be included on the Criminal Convictions Self Disclosure form which will be sent to shortlisted candidates rather than to all applicants. This change is to ensure that the processing of criminal data is targeted and proportionate.

All application forms should include a privacy notice which details how personal data will be collated, used, and stored, and the timeframe for deletion or direct applicants to where they can view the school's privacy notice.

5 Shortlisting

Shortlisting should take place after the closing date detailed in the advert by a minimum of two people who will be on the interview panel. One of the people shortlisting should be safer recruitment trained and one would usually be the line manager.

All applications should be assessed equally against the criteria of the person specification and a fair and systematic method of scoring must be used. Discrepancies, gaps in employment, inconsistency, repeated changes in employment or any concerns regarding the application must be noted and followed up with the applicant if they are invited to interview.

Generalised assumptions about how age, disability, gender, pregnancy and maternity,

race, religion or belief, sex or sexual orientation will affect the applicant's ability to do the job, and any tendency to achieve a fair quota of men/women etc. must be avoided when shortlisting.

Shortlisting panels are reminded that positive discrimination (i.e. giving preferential treatment to applicants from under-represented or disadvantaged groups regardless of their ability to do the job) is unlawful.

Reasons for not inviting people to interview must be recorded so that feedback can be provided to the applicant if requested at a later date. This paperwork must be kept for a minimum of 6 months, along with the application forms.

At the shortlisting stage, the selection methods for interview should be decided, questions set and who will ask which questions agreed. The person specification should directly inform your interview questions, and these should be agreed in advance of the interview.

The purpose of shortlisting is to arrive at an initial list of candidates for further consideration at interview. Care should be taken to ensure the list is both fair and objective.

- The panel should be familiar with the job description and person specification prior to shortlisting.
- It may be useful to scan-read all applications initially to get a feel for the candidates.
- All application forms should be carefully scrutinised to ensure that they are fully and properly completed. Unsigned application forms should be returned for signature - online application forms may be signed at interview.
- Any discrepancies or gaps in employment should be noted so they can be clarified at interview.
- All candidates should be assessed equally, fairly, and consistently against the criteria contained in the person specification.
- Evidence provided in the application form should be carefully scrutinised by the panel to assess which candidates best meet the experience, attributes and skills required for the post.
- Look for practical examples of how the candidate fulfils the criteria - is there actual evidence, rather than an unsupported statement?
- If the applicant is an internal candidate, only information provided within the application form should be considered as part of the shortlisting process.
- Formal educational qualifications alone may not be an accurate indicator of capability.
- Consider skills and experience gained outside of the traditional work environment - for example, voluntary work and life experience.
- Keep an open mind so as not to pre-judge, or make assumptions about, a candidate's abilities based on irrelevant criteria, such as age or gender.
- Use of a shortlisting matrix is recommended in order to justify shortlisting decisions, and to enable comments to be recorded for each candidate against

the person specification. Such notes should assist in providing candidate feedback if required.

- A scoring system may be useful to objectively identify the relative merits of each candidate.
- Consider inviting a larger number of candidates to an initial selection activity and then selecting the strongest of these for interview.
- Plan the questions and tasks for the interview day and decide who will ask each question.

6 References

It is advisable to request references after short-listing but prior to interview for posts which require an enhanced DBS check as this allows an opportunity for concerns to be explored during the interview.

A minimum of two satisfactory references will be obtained, one of which must be from the candidate's current or last employer. All references should be requested directly from the referee. References or testimonials provided by the candidate and open references addresses "To whom it may concern" must not be relied upon.

References for staff working in an education setting will be sought from the Headteacher and, in other settings, it would be appropriate to seek a reference from the line manager of the applicant.

Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce employer in line with Safer Recruitment guidelines.

The application form should seek the consent of the applicant to request references prior to interview. If consent has not been given, further information should be sought from the applicant with the aim of obtaining consent.

We reserve the right to request that the applicant provides alternative referees where the initial referees are deemed inappropriate for our purposes e.g. where the current or most recent employer is not provided.

If there are any concerns regarding a reference, you are advised to contact the referee for further clarification. Where possible, any additional information should be confirmed by email so that an audit trail exists.

Any offer of employment should be made subject to satisfactory references and other employment checks. Please note that there are further resources and templates available in the Cantium knowledge base on ServiceNow.

7 Interview and Selection

Whenever possible, shortlisted candidates should be invited to interview in writing. The letter of invitation should give an outline of the interview format and details of any other selection activities which candidates will be required to undertake. Candidates should be advised that their suitability to work with children will be explored at interview and that they will be required to bring original documentary evidence of their:

- Identity - passport, driving license, full birth certificate
- Entitlement to work in the UK - passport, birth certificate or other documentation taken from the approved border agency list
- Educational and professional qualifications
- A completed Criminal Convictions Self Disclosure form to the Headteacher in a sealed envelope marked Private and Confidential

A member of staff should be available to greet candidates and to take copies of all requested information for the panel. Copies of all relevant documentation should be taken at interview and must be signed and dated by the person with the responsibility for checking the documents.

It is best practice to ask all candidates whether they have any additional requirements regardless of whether they have disclosed a disability.

8 Interview Preparation Guidance

Questions should be planned in advance of the interviews and should aim to cover each key area of the role seeking to provide evidence that the candidate can meet the person specification. A range of questioning techniques should be used to explore experience, skills, and competencies as well as attitude and understanding. The panel should take the opportunity to remind candidates of the requirement for an enhanced DBS check and ask whether they have completed the Criminal Convictions Self Disclosure Form.

Other key points are:

- Ensure the panel is familiar with the job description/person specification and requirements of the post.
- Ensure the panel is familiar with the candidates' applications and identify areas which need further exploration or clarification.
- Ensure one member of the panel has attended accredited safer recruitment training and that safe recruitment questions are incorporated within the interview plan.
- Beware of any questions that could be perceived as discriminatory.
- Ensure enough time is set aside for each interview, allowing time for deliberation/reflection after each candidate and at the close of the process.
- Plan the structure of the interview so questions 'flow' in a logical order and there is a clear opening, middle and end.

- Think about the information candidates are likely to want to know and make sure it is available.
- Ensure the venue is properly organised - welcome arrangements, room layout, refreshments, etc.
- Ensure the panel is aware of any additional requirements candidates may have.
- Ensure there are no interruptions/distractions.
- Think about what 'first impressions' you want to give to the candidates.
- Consider offering the candidates a workplace tour/opportunity to meet potential colleagues.

9 Interview Panel

The interview panel must include at least one member who has undertaken safer recruitment training in accordance with Working Together to Safeguard Children in Education 2018 and should also consider gender balance, seniority of panel members and relationship to the candidate when deciding on the panel members.

In line with the Code of Conduct, an Employee should not be involved in a recruitment process, or promotion decision, where one of the applicants is a relative, partner or close friend.

10 Additional Selection Activities

Other selection methods may be used to compliment the interview process, but these must be proportionate, appropriate, and related to the person specification. Examples include: an in-tray exercise, a written task, a presentation, a meeting with the student council and teaching a task.

Tests may provide useful information about an individual's practical work skills, working style and aptitude, in addition to that gained from an interview. Selection activities must be objectively assessed/scored and be relevant to the requirements of the job.

Candidates should be made aware of additional selection tasks when they are invited to interview and given notice of presentation titles, available equipment (e.g. laptop, projector, etc.).

A wide range of selection activities can be used including:

- Interviews: An essential selection tool. Required for all posts for people who work with children.
- Psychometric testing: Provides a quantifiable, scored assessment of candidates' abilities.
- Presentation exercise: Tests clarity of communication and subject knowledge.
- Group exercise: Tests communication, team working, time management and interpersonal skills.
- Role play: Tests candidate's ability to manage real-life scenarios - particularly

- conflict situations and customer service skills.
- In-tray exercises and case studies: Tests clarity of thought, ability to prioritise and attention to detail.
- Technical exercises (e.g. typing/WP/finance tests): Tests technical competencies relevant to the post.
- Observed exercise with pupils.

11 Checks at Interview

11.1 Right to Work in the UK

As part of your recruitment processes you should satisfy yourself that any potential worker has an entitlement to work in the UK. From 27 January 1997 The Asylum and Immigration Act 1996 introduced a requirement for employers to carry out 'right to work in the UK' checks on people they intended to employ in order to provide a defence against prosecution. The statutory provisions have been amended several times since and the current guidance was introduced on 1 November 2010.

The documents that are considered acceptable for demonstrating right to work in the UK are set out by the Home Office in their Right to Work Checklist which can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf

List A contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK. If you follow the prescribed right to work checks, you will establish a continuous statutory excuse for the duration of that person's employment with you.

List B contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK.

To comply with the legislation employers must:

- Ask to see original documents that demonstrate an entitlement to work in the UK;
- Check the validity of documents, e.g. photographic evidence, cross-checking dates of birth, expiry dates, visas etc.;
- Make reasonable checks to ensure documents appear to be genuine and have not been tampered with;
- Ask the employee for a reason, and a further document, if he/she gives you 2 documents which have different names. The further document could be a marriage certificate, a divorce decree, a deed poll, or statutory declaration.
- Retain a copy of these documents on file. In particular you should copy any pages that provide details of nationality, his or her photograph, date of birth, signature, date of expiry of biometric details, and any page containing

Government endorsements.

- Date and sign copies as evidence as to when the check was carried out, and by whom. Copies must be kept for 2 years after employment has ceased.
- Make these documentary checks before employment commences.

The UK Visas and Immigration can require an employer to show them evidence at any time of an individual's right to work in the UK. If you fail to produce this and the employee is found to be working illegally, the school will be fined up to £20,000 in each case. There is a further penalty of imprisonment that could be imposed where an employer is knowingly employing someone illegally. Please refer to the Cantium Business Solutions website for further information.

The Home Office Right to Work Checklist of documents can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf

Following Brexit, there are a number of key changes relating to new appointments:

- From 1st January 2021, employers need a sponsor licence to employ EEA and Swiss citizens coming to the UK to work
- EU / EEA nationals resident in the UK pre 31/12/20 - appointed to school from 1/1/21 onwards - may continue to use EU passport to evidence right to work until 30/6/21. You cannot insist to see evidence that individual has applied to the EU settlement scheme until after this date BUT Employers need to take reasonable steps to ensure individual was resident in UK prior to 31/12/20
- EU nationals first resident in the UK after 31/12/20 and wishing to work for the first time after 1/1/21 - will need to apply for right to work in advance under the points-based immigration scheme
- Non-EU nationals currently issued with Tier 2 visa - this will continue until expiry after which the individual will need to apply under the points-based system for any further visa
- Non-EU nationals wishing to work in UK after 1/1/21 will need to apply for a points-based immigration scheme visa
- To employ an individual under the points-based system a sponsorship licence is required. Kent Maintained Schools may employ EU and Non-EU workers via the existing KCC sponsorship licence. Schools outside of Kent and Academies will need to apply for their own sponsorship licence.
- The requirements regarding evidencing right to work checks and recording these on the Single Central Record are unchanged.

Further information can be found here:

<https://www.gov.uk/guidance/recruiting-people-from-outside-the-uk>

11.2 Overseas Trained Teachers

In addition to teachers who have been awarded QTS, and completed the basic skills tests in England and Wales, the following may apply to have their qualifications recognised via the DfE:

- Teachers who qualified in Scotland & Northern Ireland
- Teachers who qualified in European Economic Area
- Teachers trained in US, Canada, Australia, New Zealand

Other overseas trained teachers other than those who qualified in the European Economic Area, US, Canada, Australia, and New Zealand can only work as unqualified teachers in the UK for a maximum of 4 years before requiring UK Qualified Teacher Status.

Where employing a teacher from overseas, schools should check that the applicant has the appropriate permissions/visa to work in the UK.

12 Pre-employment Checks

The primary purpose of pre-employment checks, particularly enhanced DBS checks and barred list checks, is to try and identify those who would be unsuitable to work with children and young people, to deter the small minority who would actively seek to harm children and young people, and to select and maintain a workforce who will be vigilant and seek to protect children and young people from harm.

12.1 List of Prohibited Teachers

Since 2nd September 2013 Schools and Academies have been required to ensure that they perform a check against the list of prohibited teachers and record the result on the Single Central Record. This check is in addition to the normal barred list check which is part of the DBS checking process.

The Teacher Regulation Agency self-service portal provides information relating to an individual's employment details, initial teacher training qualifications and induction history. Employers, and potential employers, can view the record of any teacher with Qualified Teacher Status (QTS) or any employee carrying out teaching work with an active restriction (including any teacher with QTLS to whom this applies) and allows access to the following lists:

- Those carrying out 'Teaching Work' who have been prohibited from teaching;
- Teachers who may be the subject of a suspension or conditional order imposed by the GTCE (prior to its abolition) that is still current; and
- Teachers who have failed to successfully complete their induction or probation period.

The Teachers' Disciplinary (England) Regulations 2012 define those that carry out

teaching work as: planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress, and attainment of pupils; and reporting on the development, progress and attainment of pupils. It is not 'teaching work' if the person carrying out the work does so under the direction of a teacher, for example, work undertaken by teaching assistants or volunteers.

12.2 Section 128 Prohibition from Management Check

The revised standards require that checks be made for the existence of directions made by the Secretary of State, under s. 128 of the Education and Skills Act 2008, barring individuals from taking part in the management of an independent school, academy, or free school. The power to make such directions came into force on 8 September 2014. There are two methods of checks for a Section 128 direction.

- As part of an enhanced DBS check; or
- Separately using the Teaching Regulations Agency online portal.

If a check for a Section 128 direction is made through a DBS application, you must include on the DBS application form, within the position applied for, the words 'Management of Independent school'.

Whilst this guidance is intended for the recruitment of school employees, it should be noted that Keeping Children Safe in Education advises that a section 128 check should also be carried out when recruiting new governors in maintained schools because a person subject to a section 128 is disqualified from being a governor.

12.3 Overseas Checks

Applicants are responsible for obtaining certificates of good character. The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country.

For those applicants on a Tier 2 Visa, they must provide a criminal record certificate from any country where they have lived for 12 months or more in the last 10 years, while aged 18 or over.

For all other overseas checks for those who have worked or lived abroad, it is for the School to consider what is appropriate based on the circumstances of each individual case. It is advisable to request for all applicants who have lived overseas for a period of 6 months or more in the last 5 years to provide an overseas check. A DBS can only check records within the UK, so it is an important step of the pre-employment checks to obtain this.

From 1 January 2021 the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions. Further guidance on changes to checks for EEA teachers can be found at <https://www.gov.uk/guidance/changes-to-checks-for-eu-sanctions-on-eea-teachers-from-1-january-2021>

12.4 DBS Checks

A Disclosure and Barring Service (DBS) check is required for all staff directly employed by Schools and Academies in paid positions who will be engaging in regulated activity. Exceptions to this are those who have been continuously employed, or with a break of no more than 12 weeks, within the education sector prior to March 2002.

For those working in regulated activity, confirmation must be sought that the candidate is not included on the Children's Barred List. A check against the Children's Barred list will be requested as part of the DBS disclosure.

Regulated activity is defined as: -

1. Activity of a specified nature
 - Teaching, training, instruction, care, or supervision of children (except if the person undertaking the activities is under regular supervision) if carried out by the same person frequently or overnight.
 - Advice or guidance (except legal advice) provided wholly or mainly for children which relates to their physical, emotional, or educational well-being if carried out by the same person frequently or overnight.
2. Activity within specified establishment
 - Any activity that is for or on behalf of the establishment with the opportunity for contact with children if carried out frequently.
3. Health or personal care of a child
 - Healthcare provided to a child by a health care professional or by a person acting under the direction or supervision of a healthcare professional.
 - Physical help with eating, drinking, toileting, washing etc.
4. Day to day management of regulated activity
 - Day to day management, on a regular basis, of a person who is providing regulated activity in relation to children.

In addition to those in paid employment it is important to note that all volunteers having unsupervised, frequent, or intensive contact with children (i.e. regulated activity) must obtain an enhanced disclosure with barred list check.

Schools/Academies may obtain an enhanced DBS certificate (not including barred list

information) for volunteers who are not engaged in regulated activity, but who have the opportunity to come into contact with children on a regular basis e.g. supervised volunteer. Volunteers undertaking other one-off contact such as helping on sports day are not required to have an enhanced DBS check however, adequate supervision must be in place.

Further information can be found on the Cantium Business Solutions website.

12.5 Disqualification Under the Childcare Act 2006

In February 2015, the government issued new statutory guidance called “Disqualification under the Childcare Act 2006” which replaces the former October 2014 document and clarifies the position with regard to schools. This guidance builds on the Childcare (Disqualification) Regulations 2009, which came about following the Education Act 2006.

The Regulations prohibit anyone who is disqualified themselves under the Regulations from working in a relevant setting, including in schools.

Schools are free to decide how to bring these requirements to the attention of their staff. As a means of making staff aware of their duty to provide such information, they may for example choose to include a section in the school’s safeguarding policy, or another policy document, or by means of an addition to new staff members’ contracts of employment. Schools should draw this guidance to the attention of their staff and the information provided by Ofsted.

Who is covered under the regulations?

The rules in relation to disqualification apply to the following: -

- Staff working directly with children under 5 years of age within the Early Years Foundation Stage
- Those providing ‘wrap around’ care (after school and breakfast clubs) with children up to 8 years of age.

The legislation applies to agency staff and volunteers as well as staff employed by a school. With regard to agency staff, the obligation to have fulfilled the requirements of the legislation is on the agency that employs them. Schools must obtain confirmation that agencies have done so.

	During School Hours	Outside School Hours*
Reception age or younger	Covered	Covered

Older than Reception age until age 8	Not Covered	Covered
8 years or older	Not Covered	Not Covered

*Outside school hours does not include school clubs e.g. Choir or sports’ team, or detentions, but does include breakfast clubs or after-school provision.

Staff such as caretakers, cleaners, drivers, transport escorts, catering, and office staff, who are not employed to directly provide childcare, are NOT covered by the legislation.

Anybody involved in any form of health care provision for a child, including school nurses, and local authority staff (such as speech and language therapists and education psychologists) are NOT covered by the legislation.

School governors and proprietors are NOT covered by the legislation unless they directly manage work or volunteer in a relevant provision.

The guidance is available at:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

13 Offer of Employment

Offers of employment may be made verbally but should always be confirmed in writing and must always be conditional.

Verbal offers are legally binding, so care should be taken to ensure the terms offered are correct and accurate. Care should also be taken when discussing terms at interview since any offers made or implied could be regarded as binding.

All written and verbal offers must be made conditional upon the receipt of:

- Enhanced DBS check
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance

In addition, employees are required to confirm their date of birth and national insurance number.

Any verbal or written offer should clearly state that if these checks are unsatisfactory the offer of employment may be withdrawn. If the individual has commenced work, employment may be terminated with the minimum statutory notice however advice should always be sought from your HR Consultant/Provider before taking any action.

14 Unsuccessful Candidates

Unsuccessful candidates should be notified in writing of the outcome of the selection process. It is good practice for candidates to be offered the opportunity to request feedback. Feedback should be constructive and evidence-based and should reference the person specification criteria.

At the end of the appointment process all copy identity documentation (passport/birth certificate etc.) relating to unsuccessful candidates should be securely destroyed however, copies of application forms, interview notes and references should be retained for six months from the date that the post is offered and accepted. All personal data will be stored and destroyed in line with GDPR.

15 Single Central Record

Under the terms of the School Staffing (England) Regulations (as amended) schools are statutorily required to maintain records of the recruitment and vetting checks they make in a Single Central Record (SCR). Some checks are specifically required by Ofsted, while others are required in order to comply with the Keeping Children Safe in Education statutory guidance.

The Single Central Record (SCR) is a requirement for all schools and should be completed for:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school. In colleges, this means those providing education to children; and
- for independent schools, including academies and free schools, all members of the proprietor body.

Categories to be included on the SCR

The following information must be recorded in respect of staff members: -

- Identity checks
- Barred list checks
- Enhanced DBS checks
- Prohibition from teaching checks (for those carrying out teaching work)
- Section 128 checks (for those in management positions in an independent school, academy, or free school)
- Further checks on people who have lived or worked outside the UK, including checks for restrictions or sanctions imposed by a European Economic Area (EEA) regulating authority
- Checks of professional qualifications (for example, qualified teacher status)
- Checks to establish individuals' right to work in the UK

In respect of these checks, the SCR must record:

- Whether each check has been carried out, or a certificate obtained
- The date on which each check was carried out, or the certificate obtained

Supply staff

For supply staff, schools should also include whether written confirmation has been received that the agency has carried out the relevant checks and obtained the appropriate certificates, the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff. Each person's identity should be confirmed on arrival in school.

Contractors

For contractors working in the school, the contractor should be asked to provide the DBS Disclosure number and date of issue for each individual. You must also confirm each person's identity on arrival in the school.

Whilst there is no statutory duty to include details of any other checks on the Single Central Record, schools are free to record any other information deemed relevant. For example, checks for volunteers and governors, childcare disqualification, safeguarding training, references...

For further details of records that must be kept please refer to: -

For maintained schools; Regulations 12 (7) and 24 (7) and Schedule 2 to the School Staffing (England) Regulations 2009 and the School Staffing (England) (Amendment) regulations 2013.

For independent schools (including academies and free schools); Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014.

16 Induction

The individual induction programme should cover the training required by the new starter to carry out their role and to maintain safe working practices; this may include:

- Health and safety training
- Manual handling
- Child protection/safeguarding training
- Code of conduct
- Behaviour policies and how to report concerns
- Part 1 of Keeping Children Safe in Education
- Childcare Disqualification requirements
- Prevent

- GDPR

An effective induction helps the new starter to understand their role and how they fit into the school/academy, become fully effective in their role in the shortest possible time and establish effective working relationships leading to improved performance and effectiveness.

A checklist of basic information should be given to all new starters together with details of where they can access all school/academy policies and procedures, who is available to support them in their new role, the expectations of the school/academy and how to raise issues and concerns between reviews.

Probation review dates or induction review dates should be included in the initial induction plan to ensure that line managers and staff have clear expectations of when they will meet. These meetings are an opportunity for:

- progress to be recognised and praised;
- the line manager to make the new starter aware of any concerns or gaps between performance and expectation;
- the employee to ask questions or raise concerns that they may have;
- training and development to be reviewed;

Appendix One - Induction Checklist & Plan

Employee name:	
Job Title:	
Department:	
Post Start Date:	
Line Manager:	

		<i>Date Completed</i>
Pre-Employment	Pre-Employment Checks Completed	
	Joining Instructions Provided	
	New Employee Paperwork Submitted to Payroll / HR Provider	
	Work area prepared	
	Swipe card / access set up	
	IT access set up	

		<i>Date Completed</i>
Introduction to School	Meeting with headteacher / line manager	
	School's culture / ethos explained	

	Introductions <ul style="list-style-type: none"> • Key personnel - Dept leads, SBM - contact for HR/Payroll queries • Immediate colleagues • Wider school colleagues (e.g. governors) 	
	Site orientation & access	
	Facilities for staff	
	IT / Telephone system induction	
	Data Protection policies/GDPR	
	Key terms explained	

		<i>Date Completed</i>
Terms & Conditions of Employment	Staff handbook / Code of Conduct issued	
	Payroll, pension & expenses arrangements	
	Absence / sickness procedures	
	Working time / breaks / flex	
	Annual leave	

	Performance management system explained	
	Disciplinary Policy	
	Grievance Policy	
	Probationary Period	
	E Safety / Social Media Policy	
	Dress Code	

		<i>Date Completed</i>
Safeguarding	School's Safeguarding Policy	
	Keeping Children Safe in Education	
	Disqualification discussed (if applicable)	

		<i>Date Completed</i>
Health & Safety	Health & Safety Policy	
	Emergency Exits / Evacuation Procedures	
	First Aid Facilities	

	Accident Reporting	
	Protective Equipment	
	Specific Hazards	
	Smoking Policy	

		<i>Date Completed</i>
Role Specific Induction	<i>School to specify arrangements here</i>	
	<i>Include reference to personal development plan and/or probationary review</i>	
	<i>Introductions to key contacts e.g. statutory agency contacts, suppliers</i>	

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Induction Calendar

Please indicate any specific induction activities, meetings and/or events.

Week 1

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week 2

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week 3

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week 4

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Appendix Two - Recruitment Process Checklist

UK or EEA National / Employee not requiring certificate of sponsorship

Applicant's Name:	
Post:	
Date to be advertised:	
Closing date:	
Interview date/s:	
Interview panel:	
Action / Comments:	
1. Identify the Vacancy:	<i>Date</i>
	<i>If you are seeking to recruit an EEA or non-UK national or a candidate requiring a certificate of sponsorship - please contact Cantium HR Consultancy for guidance before commencing the recruitment process.</i>
a	Define the requirements of the role - e.g. hours / weeks / temporary or permanent / grade.
b	Draw up the job description & person specification.
c	Plan Recruitment Timescales (i.e. closing dates, testing dates, interview dates).
d	Agree interview panel and inform them of timescales.

	Ensure one member of the panel has undertaken safer recruitment training.	
2. Advertise Post:		<i>Date</i>
a	Prepare and place advert.	
b	<p>Compile Application pack.</p> <p>To include:</p> <ul style="list-style-type: none"> • Cover letter with instructions for completing the application. • Job Description and Person Specification. • Application Form. • Employer information and relevant policies. • Safeguarding statement. 	
3. Shortlist Candidates:		<i>Date</i>
a	Review application forms to check for omissions/anomalies.	
b	Shortlist candidates against Job Description and Person Specification.	
c	Record shortlisting decisions on selection matrix.	
d	Devise selection programme - including any selection activities.	

4. Pre-Interview Checks:		Date
a	<p>Request references in advance of interview with the consent of the employee.</p> <p><i>Ensure one reference is from current / most recent employer. Where the applicant is not currently working in school / childcare setting - but has done so in the past - one reference must be from the most recent children's workforce employer</i></p>	<p>Date Reference 1 received:</p> <p>Date Reference 2 received:</p>
b	<p>Review references to check for omissions/anomalies</p> <p>Seek clarification from referee if required</p>	
c	<p>Complete Teacher Status Check via Teacher Service Register</p> <p>Verification of:</p> <ul style="list-style-type: none"> • UK QTS • Check prohibition from teaching orders where applying for a teaching role, or where applicant has held a teaching post in the past (this provision applies to any post requiring an individual to undertake teaching work such as unqualified teacher or HLTA) <p>https://www.gov.uk/guidance/teacher-status-checks-information-for-employers;</p>	
5. Prepare Interviews:		Date
a	Prepare interview questions - incorporating safer recruitment questions for all posts.	
b	Arrange venue.	
c	Invite candidates to interview.	

	<p>Check whether candidates have any additional requirements / require adjustment at interview.</p> <p>Request that candidates bring original right to work documents and examination certificates to interview for inspection.</p>	
6. Interview:		<i>Date</i>
a	Ensure candidates are asked all planned questions.	
b	Explore any omissions/anomalies arising from references with candidate.	
c	Record interview decisions on selection matrix.	
d	Verify and copy exam certificates.	
e	Verify candidate's identity.	
f	<p>Verify and copy right to work documents.</p> <p>Refer to UKVI Right to Work Checklist for details of current documents:</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf;</p> <ul style="list-style-type: none"> • Check the validity of the documents and verify that the documents and any stamps / visas endorsements are genuine. • Make clear copies of any passport - any pages containing personal details or UK government endorsements showing right to work. 	

	<ul style="list-style-type: none"> • Make full copies - including the reverse - of List A or List B Statutory Excuse Documents. • Verify on copies that originals have been seen. • Date and sign copies. • Note if the employee has any time limited restrictions on their right to work. <p>If the candidate is a Croatian National, please verify that they either have a valid worker authorisation document or are exempt from this requirement. <u>Further guidance is available from the UKVI.</u></p> <p>Since 1 January 2014 Romanian and Bulgarian nationals who wish to work in the UK are no longer required to obtain prior authorisation from the Home Office</p> <p><i>If you are unsure from the evidence provided whether a prospective employee has eligibility to work in UK- please seek advice from the UK Visas and Immigration or Cantium HR Consultancy prior to a conditional offer of employment being made.</i></p>	
7. Post Interview:		<i>Date</i>
a	<p>Make verbal offer and confirm offer in writing.</p> <p>Advise applicant that the offer is conditional subject to:</p> <ul style="list-style-type: none"> • A satisfactory enhanced check from the Disclosure and Barring Service and check against the ISA barred list for children. • Identity check and verification of their entitlement to work in the UK. • Verification of any relevant qualifications, including Qualified Teacher Status if the post requires QTS. • Check against the Teacher Service Register for any teaching prohibition or restriction orders where applying for a teaching post, or if the applicant has worked as a teacher in the past. • Receipt of 2 satisfactory references. • Satisfactory pre-employment health clearance and verification of your mental and physical fitness to carry out the role. 	

	<ul style="list-style-type: none"> • Meeting the requirements under the Childcare Disqualification Regulations • For those taking up management positions in Academies - verification that they are not subject to a Section 128 direction. <p>Provide written confirmation of all terms of the offer:</p> <ul style="list-style-type: none"> • Job Title • Grade/Starting Salary/Allowances • Hours/Days/Weeks worked • If the post is temporary/fixed term state reason and duration. • Probationary clause where relevant 	
b	<p>Send letters to unsuccessful candidates.</p> <p>Offer feedback to unsuccessful candidates.</p> <p>Securely destroy copied right to work documentation for unsuccessful candidates.</p> <p>Other documentation / interview notes for unsuccessful candidates should be retained for 6 months.</p>	
8. On Acceptance of Appointment:		<i>Date</i>
a	<p>Start DBS/Barred List check as soon as possible.</p> <p>https://www.gov.uk/government/collections/dbs-checking-service-guidance--2;</p> <p>If portable DBS check accepted - record details (where there is a break of employment of less than 3 months and KCC is the counter signatory).</p>	

	<p>It is recommended that where candidate has lived/worked overseas for a period of more than 6 months in the last 5 years, a school requests that the individual provides a criminal record check from the appropriate authorities.</p> <p>https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants;</p>	
b	<p>Complete Single Central Record</p> <p><i>For further guidance on DBS and Single Central Record please contact Cantium HR Consultancy</i></p>	
c	<p>Follow up any outstanding references.</p>	
d	<p>Undertake pre-employment health checks.</p>	
e	<p>Provide new starter with joining instructions & copy of school's code of conduct</p>	
f	<p>Remind new starters of their obligations under the Childcare Disqualification Regulations</p> <p>https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006;</p>	
g	<p>For those appointed to management positions in Academies and Free Schools verify they are not subject to a Section 128 prohibition order</p> <p>https://teacherservices.education.gov.uk/;</p>	

9. Contract / Payroll Set up		<i>Date</i>
a	Inform personnel and payroll provider to set up on payroll and issue contract.	
b	Set up personal file for employee to include: <ul style="list-style-type: none"> • References • Application form • Interview Paperwork • Offer letter • Copy of Right to work information and ID verification • Copy of qualification documents 	
10. Follow- up checks:		<i>Date</i>
a	Where an employee has a time restriction to their stay/work in the UK, annual re-check of documentation should be undertaken. Diary date when follow-up check is due:	
b	Where an employee is offered a temporary or fixed term contract, the employment should be reviewed. Diary date when follow up check is due:	
c	Annual reminder to all employees of their obligations under the Childcare Disqualification Regulations Diary date when reminder is due:	