DDAT
Derby Diocesan Academy Trust

Recruitment and Selection Policy

September 2026

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Contents

1. Introduction 3
2. Scope 3
3. Aim and Key Values 3
4. Roles and Responsibilities 4
5. Pre-Recruitment: Resourcing Solutions 4
6. Talent ……..6
7. The Interview Process..... 7
8. Shortlisting 8
9. Selection Process 9
10. Offer of Employment 11
11. Feedback for Unsuccessful Candidates 11
12. Pre-Employment Vetting 11
13. Prohibitions, Directions, Sanctions and Restrictions …….....13
14. Employment History and References 17
15. Single Central Record 18
16. Retention of Documentation 20
17. Exit Interviews ..... .20

1. Introduction

This Recruitment and Selection Policy applies to all potential candidates and existing staff within Derby Diocesan Academy Trust (referred to within this policy as DDAT / Trust). The policy is not contractual and may be varied by the Trust at any time following consultation with recognised Trade Unions. It has been implemented following consultation with all recognised Trade Unions.

The purpose of this policy is to set out DDAT's approach to ensuring it is effectively resourced to meet the needs of the schools and the Trust.

This policy should be read in conjunction with the latest DfE statutory guidance: Keeping Children Safe in Education (updated annually) and DDAT's DBS & SCR Policy. This policy details the recruitment processes for paid employment positions within the Trust and its schools. Further information and guidance on the appointment of volunteers, contractors, a Local Trust Committee member (LTC), agency and third party staff, trainee / student teachers, and checks to be made on other individuals in schools / Trust can be found in Keeping Children Safe in Education and the school's Safeguarding and Child Protection Policy.

2. Scope

Recruitment and selection are the process of identifying the need for a job, defining the requirements of the role, placing an advert and identifying the most suitable candidate for the role.

3. Aim and Key Values

Our aim is to ensure that DDAT has a skilled and motivated workforce able to contribute to the improvement within our Trust and schools, ensuring pupils are always the priority and with safeguarding at the forefront of any decision-making. DDAT provides a range of employment opportunities and recruitment initiatives to encourage people from all communities and backgrounds to work for DDAT to ensure we are best equipped for the needs of our schools / Trust.

Our commitment to offering our children and young people life in all its fullness means that we recruit on merit and ensure the best person is recruited into each position in all circumstances.

All job vacancies are advertised openly either internally within school or both internally and externally on the DDAT website, SAMPeople Recruit, GOV.UK Teaching Vacancies website, national publications (where appropriate), social media platforms, and on the relevant Local Authority website so that we reach the widest field of applicants whilst promoting equality of opportunity.

We aim to be an employer of choice and ensure that roles are advertised to the widest audience possible. However, there are times when vacancies will only be advertised internally where this is in the best interests of our existing employees (for example to

mitigate against redundancies in a restructure process) and the needs of the Trust.

4. Roles and responsibilities

Subject to the appropriate delegation levels as outlined in the DDAT scheme of delegation, Headteachers / Executive Headteachers / CEO (or their appointed representative), School Business Managers and Local Trust Committees will lead in making appointments other than Headteacher / Executive Headteacher / Head of School posts, in which case the DDAT Central Team will lead the process. They must ensure that they find the most effective way of resourcing the roles in their School / Trust and that the equality and diversity principles have been followed throughout the recruitment and selection process.

The interview panel should comprise of a minimum of two, but ideally three panel members of whom at least one must hold a valid and in date Safer Recruitment certificate. Any person with a personal or pecuniary interest in the appointment of a particular applicant must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making.

The DDAT Central HR Team will provide guidance on resourcing and advertising. The DDAT Central HR Team, along with the DDAT Finance Team will oversee and assist with the recruitment to and management of the apprenticeship scheme.

All DDAT Central Team and Headteacher / Executive Headteacher / Head of School appointments will involve at least one senior member of the DDAT Executive Team (CEO, Deputy CEO, CFO, COO) on the panel and will be advised and supported on the process by the DDAT Central HR Team as required.

The Trust is committed to safeguarding and promoting the welfare of children and these recruitment procedures are in line with relevant safeguarding requirements, in particular the Department for Education's "Keeping Children Safer in Education".

The Education Review of Staffing Structure (England) Regulations 2005 places a duty on the relevant body to review the school's staffing structure and prepare an implementation plan in accordance with this regulation.

Any amendments to the staffing structure should be approved by the CEO and discussed with the DDAT Central HR and Finance teams before consultation with staff and the recognised Trade Unions.

All jobs will be considered for part-time/flexible working in line with the needs of the school and its pupils / Trust.

5. Pre-Recruitment - Resourcing Solutions

There are a number of possibilities for schools/Trust to consider when a vacancy occurs.

Schools / Trust should consider if it is a true vacancy and if the vacancy should be covered on a like–for–like basis or if the role could be recruited to in an alternative way e.g. same hours over more days, more hours over less weeks or less hours depending upon the circumstances.

Job evaluation: Schools / Trust should check that the duties and responsibilities of a vacant position are still relevant and fit for purpose. If changes are made to the level of responsibility within the job description and/or person specification or it is a new post, schools / Trust should refer the matter to the DDAT Central HR Team to conduct a job evaluation. Any amendments to the staffing structure need to be approved by the CEO and also raised with the DDAT Central HR / Finance teams before any consultation is undertaken with staff. Any requests should be sent to the DDAT Central HR Team via a 'Proposed Change to Staffing Structure Notification Form'.

Redeployment of existing staff within the school / Trust as deemed reasonable and in consultation with the employee and their existing contracts of employment: Existing employees at risk of redundancy will be considered for any suitable vacancies. These employees should be considered before other candidates if they meet the essential criteria for the post or could do so if they received reasonable support and training. When the Trust retains existing employees, it enables DDAT to retain their existing knowledge and experience and avoids the expense, time and any potential risk of taking on a new employee. Apprentices do not have an automatic right to a permanent post but may apply for such posts.

Growing our own employees through the apprenticeship scheme provides benefits to the employees in that they are trained on the job whilst increasing their knowledge and skills and DDAT has the opportunity to guide and coach the individuals in their approach to work. By planning the workforce effectively, DDAT can recruit to any vacancies which arise in a more efficient manner.

DDAT also offers work experience opportunities to give students job awareness and raise aspirations in the younger community.

5.1 Adverts

All adverts must be submitted through SAMPeople Recruit for approval prior to advertising.

External Recruitment: DDAT advises that all vacancies are listed on the DDAT website and associated recruitment platforms, GOV.UK Teaching Vacancies website, along with the relevant Local Authority website (Derby City and/or Derbyshire County Council). For vacancies at a senior level, schools/Trust will consider the cost and benefit of using national publications (such as TES).

All adverts must include:

- the school's / Trust's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken
- the safeguarding requirement i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children
- the safeguarding responsibilities of the post as per the job description and personal specification and whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide
- the skills, abilities, experiences, attitude and behaviours required for the post, a link to the job description and person specification
- that all candidates must have the right to work in the UK.

All new and amended job descriptions/personal specifications must be evaluated and approved by the DDAT Central HR Team prior to advertisement. All Central Team, Headteacher, Head of School and Executive Headteacher job adverts, plus changes to staffing structures must be approved by the DDAT Executive Team / CEO prior to advertisement.

Every job description and person specification will make reference to the post holder's responsibility for safeguarding and promoting the welfare of children. The person specification will also include specific reference to suitability to work with children.

The job description should be signed by the successful candidate once they have commenced employment.

6. Talent

It is imperative to reach a wide audience when advertising a vacancy. Attracting the right candidate from a range of diverse backgrounds with the relevant knowledge and skills is not always without complications. Therefore, job adverts, job descriptions and person specifications must be clear and transparent and advertised in the correct location. If schools/Trust are struggling to fill a vacancy or have a high turnover of staff in a particular role, please speak to the DDAT Central HR Team who will provide support and guidance.

DDAT aims to attract and retain the best people for each role within their schools / Trust and the DDAT Central Team. A clear picture of each role should be provided in the job descriptions and person specifications. The advert should be precise and attractive to the potential candidates whilst also considering what the schools / Trust

want to achieve from their candidates. Things to consider when aligning individuals' values and attitudes to organisational values are:

- Skills
- Experience
- Knowledge
- Behaviours
- Attitude to education
- Approach

Individuals' values and attitudes are more difficult to change or develop than the individuals' skills, experience and knowledge.

7. The Interview Process – Application Form

DDAT has created a job application form and reference request form which should be completed for all roles through the SAMPeople Recruit portal. CV's will not be considered as a part of the shortlisting process. The application form has been created in a clear and structured way which captures information about the applicant with SAMPeople Recruit supporting the process and highlighting any gaps. This enables the school / Trust to make effective decisions throughout the selection process as the individuals' qualifications, employment, education and suitability are set out in a clear format.

Applicants are required to provide:

- personal details, including current and former names, current address and national insurance number
- details of their current (or previous) employment and reason for leaving
- full employment history since leaving school (including education, employment and voluntary work), including reasons for any gaps in employment or any periods where no activity is recorded
- qualifications, the awarding body and date of award
- details of referees/references (see below for further information), and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

Applicants are required to sign the declaration section on the application form to confirm the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the interview.

As a Disability Confident Committed employer, we are committed to inclusivity and accessibility. If an applicant declares that they have a disability and they meet all the essential criteria of the person specification; the school/Trust will invite the applicant to interview in accordance with the Scheme. This applies to internal and external vacancies.

8. Shortlisting

The recruiting panel: (shortlisting and interview processes) should consist of at least two people (ideally three) e.g. conducted by the same group of people throughout to ensure consistency. At least one of the recruiting panel members must have undertaken the appropriate Safer Recruitment training and it is recommended that at least one of the panel members is a higher grade than the role being interviewed for. If schools / Trust require guidance or training on the application process, please contact the DDAT Central HR Team. If an application form has been submitted electronically, this must be signed when the candidate attends the interview.

In shortlisting candidates, the panel must only consider factors relevant to the post as detailed in the job description and person specification. All information considered must be contained within the application form.

Application forms should be scrutinised by each panel member independently to ensure they meet all the essential aspects of the person specification requirements, that the forms are fully completed and that any gaps in employment and/or periods with no activity are explained. Any discrepancies, anomalies or concerns should be considered during shortlisting and, if shortlisted, explored and verified during the interview process. Panel members will each create an independent record via SAMPeople Recruit of their shortlisting before these are then collated and discussed by the full panel to decide the final shortlist.

The Trust is committed to ensuring that safeguarding is a top priority. In line with KCSIE, as part of the shortlisting process an online search should be undertaken (via an online search engine) as part of the due diligence on the shortlisted candidates via Google, Facebook, Instagram, Threads, LinkedIn, Twitter/X, TikTok, YouTube, WhatsApp, Snapchat, internet postings, blogs and any other social media platform. This may help identify any incidents or issues that have happened that are publicly available online, which the school / Trust might want to explore with the applicant at interview. Information relating to protected characteristics will not form part of recruitment decision making. This may include any offensive or inappropriate material. Guidance and template documents are available from the DDAT Central HR Team. Schools have the choice to use a provider to do the online search on their behalf. The DDAT Central HR Team uses Verifile and this is open to all schools to use.

Selection criteria can be weighted to recognise more important aspects of the post. All records, and reasons for shortlisting or rejecting applicants in line with the job description and person specification should be recorded and kept.

Shortlisted candidates must be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK. For example:

- if they have a criminal history

- if they are included on the children's barred list
- if they are prohibited from teaching
- if they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare (see paragraphs 340-344 of KCSIE), and
- any relevant overseas information

This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Due to high responses to our adverts, we are unable to contact every applicant, therefore if an applicant has not been contacted within 14 days of the advertised closing date or by the interview date as advertised on the recruitment pack, then they will have been unsuccessful in their application.

9. Selection Process

Successful applicants should be given appropriate notice to attend the interview process and be informed, in writing, of the format and any assessment preparation required. Where possible, the date for interviews should be included in the job advertisement. The invitation to interview letter will ask if candidates have any specific requirements that need to be considered. Candidates should also be asked to bring all certificates of relevant qualifications, identification documents and the completed self-declaration form (as detailed in section 8 of this policy) to the interview. The self-declaration form will be presented to the Headteacher / Executive Headteacher / CEO or their designated colleague **only** who will arrange to discuss the contents separately in line with section 12 of the DDAT DBS and SCR Policy.

The panel should check that appropriate reference contact details have been provided (see section 14). Where appropriate, further details or alternative appropriate contact details should be obtained prior to interview.

If a disabled person cannot carry out the planned assessment or is disadvantaged due to their condition, the assessment may need to be revised. The panel should be clear what selection criteria from the job description/person specification is being tested in each assessment.

The process should include a face-to-face interview even if there is only one candidate.

The exception to this would be where current advice/guidelines do not permit face-to-face interviews, meetings or travel (an example of such would be a national pandemic or extreme weather).

Interview questions should be planned by the panel in advance. Questions should be open and relevant to the post. All candidates will be asked the same structured questions to enable a fair comparison against the criteria, with the exception of questions arising from their application or references. In line with the candidate's response to the set questions, the panel may ask relevant supplementary probing questions. The structured questions should include:

- finding out what attracted the candidate to the advertised post and their motivation for working with children
- exploring their skills and asking for examples of experience of working with children which are relevant to the role, and
- probing any gaps in employment/periods of no activity or, where the candidate has changed employment or location frequently, asking about the reasons for this.

At least one question should test the candidate's understanding of safeguarding.

The interviews should be used to explore potential areas of concern and to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- implication that adults and children are equal
- lack of recognition and/or understanding of the vulnerability of children
- inappropriate idealisation of children
- inadequate understanding of appropriate boundaries between adults and children, and
- indicators of negative safeguarding behaviours.

Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

Students should be involved in the recruitment process in a meaningful way and be appropriately supervised.

All candidates should be asked if they require any assistance in order to fulfil the duties and responsibilities of the post should they be appointed. A disability should not be considered as grounds for non-selection. In accordance with the Equality Act 2010, every effort should be made to identify and make reasonable adjustments to meet the needs of the successful candidate.

All information considered in the decision-making should be clearly recorded for both successful and unsuccessful candidates along with the decisions made.

10. Offer of Employment

The successful candidate will be informed of the intention to offer them the post on condition of the completion of satisfactory references and mandatory pre-employment checks, and therefore they should not resign from their current post until all clearances have been obtained.

When a decision has been made to appoint, and the successful candidate declines the offer of employment, the recruiting panel can offer the job to the next suitable candidate if they are appointable. This process can be followed up to six months after the original interview/appointment date and also applies to new vacancies with the same roles, responsibilities and accountabilities.

11. Feedback for Unsuccessful Candidates

Verbal feedback should be offered to unsuccessful candidates who have been shortlisted and attended the interview. It is hoped that this information will help them with future applications.

Feedback provided must be accurate, constructive, genuine and factual but also provided in a timely manner. It is also good practice to provide feedback to the successful candidate, on their strengths identified through the process and any areas of training, support or areas for development and what support you can offer relating to these.

Fair recruitment processes must be followed as unsuccessful candidates may be able to bring a complaint under the Equality Act 2010 for discrimination.

12. Pre-Employment Vetting

DDAT is committed to creating a culture of safe recruitment and, as part of that, adopts recruitment procedures that help deter, reject or identify people who might abuse children.

This part of the policy describes those pre-employment checks that are, or may be, required for any individual working in any capacity at, or visiting, DDAT schools / Trust. Please also refer to the DDAT DBS and SCR Policy.

Any offer of employment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, DDAT and its schools will:

- conduct a social media online search for the candidate via Google, Facebook,

Instagram, Threads, LinkedIn, Twitter/X, TikTok, YouTube, WhatsApp, Snapchat, internet postings, blogs and any other social media platform;

- verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website; The candidate's identity will be verified to ensure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is to check the name on their birth certificate where this is available, and their marriage certificate where appropriate;
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity). Also see the DDAT DBS and SCR Policy;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities. After having been offered a role, 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;
- obtain and complete a pre-medical employment questionnaire through an appropriate external provider as soon as the offer of employment is made;
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- verify professional qualifications, as appropriate. The Teaching Regulation Agency's (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation;
- if the person has lived or worked outside the UK, make any further checks the school or Trust consider appropriate.

In addition, Headteachers / Executive Headteachers / CEO will:

- ensure that a candidate to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State, or any sanction or restriction imposed (that remains current) by the General Teaching Council for England (GTCE) before its abolition in March 2012;
- check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State;
- manage the referral of cases in line with part four of KCSIE guidance on allegations against candidates that might indicate a person would pose a risk of harm.

The Trust will act reasonably in making decisions about the suitability of any prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

The level of DBS certificate required, and whether a check for any prohibition, direction,

sanction, or restriction is required, will depend on the role that is being offered and duties involved.

As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care, or overnight activity, even if this happens only once.

All new employees and all existing employees at the point they are required to update their DBS check, will be required contractually to join the DBS Update Service within 30 days of their certificate being issued. The Trust will reimburse the costs of the update subscription upon receipt of payment. Subscription to the service enables future status checks to be carried out by employers to confirm that no new information has been added to the check since its issue. Please see 326-329 of KCSIE for further information.

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors who would have the opportunity for contact with children and who work under a temporary or occasional contract.

Under no circumstances will a volunteer who has undergone no checks be allowed to work in regulated activity. The Headteacher / Executive Headteacher / CEO are responsible for ensuring safeguarding procedures are in place for volunteers and will obtain an enhanced DBS check, which contains barred list information, for any volunteer who is new to working in regulated activity.

In addition to obtaining any DBS certificate as described above, any member of staff who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles, an additional check is required to ensure they are not prohibited under section 128 provisions.

13. Prohibitions, Directions, Sanctions and Restrictions

Teacher prohibition and interim prohibition orders prevent a person from carrying out teaching work as defined in the Teachers' Disciplinary (England) Regulations 2012 in

schools, sixth form colleges, 16-19 academies, relevant youth accommodation and children's homes in England. Further information about the duty to consider referring to the Teaching Regulation Agency (TRA) can be found in KCSIE at paragraph 357 - 358.

Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the TRA. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so. The TRA's role in making prohibition orders and the processes used to impose them are described in more detail in the publication https://assets.publishing.service.gov.uk/media/5ec4df7386650c2794d750c0/Disciplinary_procedures_for_the_teaching_profession_old_version.pdf and https://www.gov.uk/government/publications/teacher-misconduct-the-prohibition-of-teachers--3

A person who is prohibited **must not** be appointed to a role that involves teaching work (as defined in the Teachers' Disciplinary (England) Regulations 2012) (See KCSIE paragraph 266-267 for login details to the TRA Secure Access system here GTCE checks can be made).

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:

- take up a management position in an independent school, academy, or in a free school as an employee;
- be a Trustee of an academy or free school trust; a member of the Local Trust Committee or member of a proprietor body of an independent school; or
- be a member of any Local Trust Committee in an independent school, academy or free school that retains or has been delegated any management responsibilities.

There is no exhaustive list of roles that might be regarded as 'management' for the purpose of determining what constitutes management in an independent school. The Department's view is that roles involving, or very likely to involve, management of a school include (but are not limited to) Headteachers / Executive Headteachers, Principals, Deputy / Assistant Headteachers / Head of School, member of the Local Trust Committee and Trustees. It is important to note that the individual's job title is not the determining factor and whether other individuals such as teachers with additional responsibilities could be considered to be 'taking part in management' depends on the facts of the case.

The grounds on which a section 128 direction may be made by the Secretary of State are set out in The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014 made under section 128 of the Education and Skills Act 2008.

A section 128 direction will be disclosed when an enhanced DBS check with children's barred list information is requested, provided that 'child workforce independent schools' is specified on the application form as the position applied for. Where a person is not eligible for a children's barred list check but will be working in a management position in an independent school, a section 128 check should be carried out using GOV.UK.

A person subject to a section 128 direction is also disqualified from holding or continuing to hold office as a member of the Local Trust Committee of a maintained school.

Historic General Teaching Council for England (GTCE) sanctions and restrictions

There are a number of individuals who are still subject to disciplinary sanctions, which were imposed by the GTCE (prior to its abolition in 2012). See KCSIE paragraph 266-267 for login details to the TRA Secure Access system where GTCE checks can be made.

Individuals who have lived or worked outside the UK - European Economic Area (EEA) regulating authority teacher sanctions or restrictions:

From 1 January 2021, professional regulators in the EEA (EU, Iceland, Liechtenstein, and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA), therefore the TRA will no longer maintain a list of EEA teachers with sanctions.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools / Trust (set out in KCSIE paragraphs 285 - 289). This includes obtaining (via the applicant) an enhanced DBS certificate (including children's barred list information for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, schools/Trust must make any further checks they deem appropriate (including a certificate of good conduct) so that any relevant events that occurred outside the UK can be considered.

Following the UK's exit from the EU, schools/Trust should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world. These checks could include, where available:

- criminal records check for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions.
- obtaining a letter/certificate of good conduct (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in

the EU/EEA and Switzerland on the Regulated Professions database. Whilst the safeguarding and qualified teacher status (QTS) processes are different, it is likely that this information will be obtained from the same place, therefore applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available, schools / Trust should seek advice from the Trust's Safeguarding Lead and the DDAT Central HR Team in relation to alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision-making on whether to proceed with the appointment.

How to check TRA, Teacher Employer Access service for prohibitions, directions, sanctions and restrictions

Schools / Trust can use the TRA's Employer Access service to make prohibition, direction, restriction, and children's barred list checks. The service is free to use and is available via the TRA's webpage. Users will require a DfE Sign-in account to log onto the service.

Further information about obtaining a DfE Sign-in account and using the Employer Access service to carry out a range of 'teacher status checks', including verification of qualified teacher status (QTS) and the completion of teacher induction or teacher probation, can be found on GOV.UK.

Childcare disqualification

Childcare disqualification is an additional requirement to the general child safeguarding arrangements provided under the Disclosure and Barring Service (DBS) regime, which apply to all children.

The childcare disqualification arrangements apply to staff working with young children in childcare settings, including primary schools, nurseries and other registered settings, such as childcare provision on college sites.

The arrangements predominantly apply to individuals working with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care.

For staff who work in childcare provision, or who are directly concerned with the management of such provision, schools/Trust need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification Regulations 2018.

Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found in statutory

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

14. Employment History and References

DDAT and its schools will always ask for written information about previous employment history and check that information is not contradictory or incomplete. The referees should be identified on the DDAT references and monitoring form.

The purpose of seeking references is to allow the school and/or Trust to obtain objective and factual information to support appointment decisions. References will always be obtained from the candidate's current employer. If the successful candidate is already within the education sector, one reference must be from the employee's current Headteacher / Executive Headteacher or CEO / Chair of the Local Trust Committee for Headteacher / Executive Headteacher appointments. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the school, college, local authority or organisation at which they were employed.

A reference should be secured from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference from their current employer.

References will be scrutinised, and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before the interview will allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. References will always be requested directly from the referee and from a senior person with appropriate authority, not just a colleague.

DDAT will not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor will DDAT only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, DDAT will ensure they originate from a legitimate source.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

Any information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post (including

information obtained from the Teacher Services' checks referred to previously). Further help and advice can be found on the Advisory, Conciliation and Arbitration Service (ACAS) website.

DDAT recommends that one panel member who is Safer Recruitment trained should be nominated to scrutinise the references to ensure questions have been answered satisfactorily. They should compare the reference against the application form to ensure consistency. The referee may be contacted by phone and asked to provide further written evidence on omissions or to gain further clarity. The panel member can advise the remaining panel members of any questions to be explored during the interview to address any discrepancies between the reference and application form.

In accordance with the Equality Act 2010, sickness absence data will be sought and discussed with the successful candidate **only** when a conditional offer has been made. An appointment must not be made if there are no suitable candidates following the formal process.

The DDAT offer letter should be completed and sent to successful candidates via SAMPeople Recruit. The offer letter advises the candidate that the role is subject to a number of checks, such as an enhanced DBS, before employment can commence. New employees will only commence work once **all** relevant checks have been completed, and not before without prior approval from the Trust's Safeguarding Lead/Team or Central HR Team and with the relevant risk assessment in place where applicable.

Providing References for DDAT Employees:
References should confirm the applicant's suitability to work with children and provide the facts (not opinions) of any safeguarding concerns/allegations that meet the harm threshold. Cases in which an allegation was found to be false, unfounded, unsubstantiated or malicious should not be included in employer references. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious should also not be included in any reference. For further information on references, see paragraphs 300-302 of KCSIE.

References are an important part of the recruitment process and should be provided in a timely manner and not hold up proceedings. All references should be reviewed and signed off by the Headteacher. The DDAT Central HR Team is able to provide advice and support as appropriate.

15. Single Central Record

It is a legal requirement for Schools / Trust to maintain and regularly update their single central records of pre-appointment checks. All new employees will be added to the record which will include:

- All staff including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day.
- All others who work in regular contact with children in the school, including volunteers.
- In the case of academies and free schools, this means the members and Trustees of the Academy Trust.

The minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is set out below. For agency and third-party supply staff, schools / Trust must include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- An identity check (identification checking guidelines can be found on the GOV.UK website)
- A standalone children's barred list check
- An enhanced DBS check (with children's barred list check) requested/certificate provided
- A prohibition from teaching check
- Further checks on people living or working outside the UK
- A check of professional qualifications, where required
- A check to establish the person's right to work in the UK

In addition, academies and free schools must record:

- whether the person's position involves 'regulated activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18, and
- details of the section 128 checks undertaken for those in management positions.

Non statutory information: DDAT recommend that the following information is also recorded:

- whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements;
- checks made on volunteers;
- checks made on Local Trust Committee members;
- dates on which safeguarding and safer recruitment training was undertaken; and
- the name of the person who carried out each check.

Any other information that is deemed relevant may also be recorded, for example the

employee's address. Further advice can be obtained from the Trust's Safeguarding Lead/Team or Central HR Team.

School / Trust should keep SAMPeople SCR up to date. The details of an individual should be removed from the single central record once they no longer work at the school / Trust. If they are a leaver on SAMPeople, they will automatically be removed after the leaving date.

Please also refer to the DDAT DBS & SCR Policy.

16. Retention of documentation

The successful candidate's application form and interview notes (along with any other interview material) must be kept and form part of the employees' SAMPeople record. A copy of the DBS certificate should only be temporarily retained where cautions or convictions have been identified and are being considered/investigated, after which time they should be removed and a note containing the details should be recorded.

The self-declaration forms should also be kept on the employees' SAMPeople record and updated annually.

Identification documents used to confirm an individual's right to work in the UK should be retained on the employee's SAMPeople record for the duration of their employment.

In accordance with GDPR, documentation and application forms relating to unsuccessful candidates should be retained for a period of 6-12 months before being destroyed securely and in line with the DDAT Data Protection Policy.

17. Exit Interviews

The offer of a face-to-face exit interview and a link to the online exit interview questionnaire will be shared with all employees leaving the Trust through their own accord in the acceptance of resignation letter. This includes employees who have resigned / retired from their post. This will allow the employee the opportunity to feedback on their experiences in the school / Trust and help the school / Trust to identify any areas for improvement. The school / Trust will always seek to address any concerns or grievances an employee may have. Where appropriate, concerns or issues raised should be shared with the Local Trust Committee / Trust Board.

Exit interviews should be offered with an appropriate line manager, or if concerns about their line manager have been raised then an alternative manager. If appropriate, the Chair of the Local Trust Committee may lead the interview. Where an employee has completed the online exit interview via the link, they may request a follow up call with a member of the DDAT Central HR Team.

Upon request, the employee may be provided with feedback on any actions put in place as a result of the exit interview. Information or actions relating directly to a staff member will not be shared.

Further guidance and template documents relating to this policy are available via the HR Information folder on Google Drive or by contacting the DDAT Central HR Team via email at hr@ddat.org.uk.

An Equality Impact Assessment has been completed for this policy.