

Ormiston Academies Trust

Recruitment and Selection policy and procedure

Policy version control

Policy type	OAT Mandatory The Trust will regularly monitor and review this policy to ensure that it is appropriate, effective, and compliant with both employment legislation and the Equality Act 2010
Author In consultation with	Daniele Brennan, Head of People Policy, Process and Systems. Nicola Saunders, Head of Recruitment and Retention. All unions represented in the JCC.
Approved by	National Leadership Group.
Status	Consultation complete.
Release date	1 September 2025.
Next release date	September 2028.
Description of changes	• New paragraphs in light of changes to KCSIE 2022. Schools should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Whilst the guidance only refers to 'should consider' our advice is that this should be followed. • Clarity around process of new starters without a DBS. • Clarity on the DBS update scheme.

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1. Introduction

- 1.1. Ormiston Academies Trust is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this in their work.
- 1.2. The appointment of all employees will be made on merit and in accordance with the provisions of employment law, Keeping Children Safe in Education and the academy's Equality and Diversity policy.
- 1.3. We will ensure that people are treated solely on the basis of their abilities and potential and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.
- 1.4. In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Trust who will provide reasons for this requirement. Occupational discrimination can apply whereby personal care to students is offered, and in Physical Education whereby gender is often specified due to students changing rooms.
- 1.5. If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability, then reasonable adjustments are considered to ensure the applicant is not disadvantaged by the process..
- 1.6. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Privacy Notice for Workforce provides specific details in accordance with the GDPR principles and can be found on OATnet or academy website. Our general Privacy Statement can be found on OATnet or the academy website.

2. Safer Recruitment

- 2.1. All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- 2.2. We adhere to core principles of Working Together to Safeguarding children, this includes preventing unsuitable individuals from working with children. For the purpose of recruitment, this involves deterring unsuitable applicants, rigorously assessing candidates, and establishing processes to address concerns that may arise post-appointment.
- 2.3. The recruitment of all applicants and volunteers to our Trust must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.
- 2.4. Any person involved in recruiting to our Trust must read the "Keeping children safe in education" (2024) guidance (or updated statutory guidance) produced by the DfE and our Trust's child protection policy. These can be obtained from OATnet.

- 2.5. All recruitment must be planned to ensure that there is adequate time available to recruit safely, and within budgetary constraints.
- 2.6. Any person who becomes aware that this policy is not being followed during recruitment must inform the [Relevant senior employee for Central Team/Head Teacher/Principal/Designated Safeguarding Lead] immediately.
- 2.7. All of the checks described in Sections 11 and 12 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust and will also be applicable to volunteers within the Trust.

3. Delegation of Appointments and Constitution of Appointments Panels

- 3.1. Principal appointments are managed centrally by the Trust
- 3.2. The power to offer employment for all posts below the level of Principal is delegated to the principal. The Principal should be involved in all teaching appointments; however, they may delegate the appointment of non-teaching staff to appropriately trained members of the Senior Leadership Team.
- 3.3. The Education Director or appropriate National Director will be involved in the appointment at Vice Principal level.
- 3.4. Assistant Principal appointments should be discussed with the Education Director or appropriate National Director will be involved in the appointment at Vice Principal level who may be involved in the process or delegate responsibility back to the academy.
- 3.5. Selection panels will usually be a comprise of three people, but where this isn't possible a minimum of two. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. The selection of the panel will take into account any relationships declared in the pre-interview checklist by shortlisted candidates, to maintain fairness, transparency, and prevent potential conflicts of interest.

4. Advertising

- 4.1. All vacant posts will be advertised where possible to ensure equality of opportunity and encourage as wide a range of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient suitably qualified internal candidates, or employees are at risk of redundancy, vacancies may be advertised internally before an external advertisement.
- 4.2. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the receipt of satisfactory references and any other necessary checks.

- 4.3. All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

‘Ormiston Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Ormiston Academies Trust embraces diversity and promotes equality of opportunity. Flexible working opportunities will be considered.

All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, prohibition check, two references and enhanced DBS check including Children’s Barred List.

The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, which provides information about which convictions must be declared during job applications and related exceptions, can be found here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.’

All advertisements will also include the following statement if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013, 2020 and 2023:

‘This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.’

- 4.4. Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales). For example, a teaching assistant required to communicate with pupils to support their learning would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English or Welsh required for the role. Please see section 8 of the policy for further information.
- 4.5. From the Autumn term 2023, Ormiston Academies Trust introduced an Application Tracking System which must be used in all academies for all vacancies.
- 4.6. All positions, internal and external, permanent, temporary and casual must be authorised using the Trust approved applicant tracking system. Academies are not able to advertise the post until the authorisation process is complete. Once the authorisation process is complete, a member of the recruitment team will publish the advert.
- 4.7. Checks will be undertaken to ensure that agencies have carried out the relevant safeguarding checks on all agency workers to be used by the Trust/academies.
- 4.8. When a vacancy request is submitted it will be subject to the following stages of review:

- An academy / Central Team identifies the need to recruit and agree the post details, the academy HR/Finance Director and relevant Manager will need to be involved.
- Academies must use the Ormiston Academies Trust pay scales and relevant job families for support staff.
- Academy HR uploads the advert to the applicant tracking system.
- Approval then goes to the Principal, the Regional Finance Partner and the relevant Education Director or relevant National Director.
- Academies will be notified of approval, and the advertisement will be made live on the system

5. Information for Applicants

5.1. All applicants for all vacant posts will be provided with:

A job description / person specification outlining the duties of the post and an indication of where the post fits into the organisational structure of the academy.

An application form to complete on the ATS as CVs will not be accepted.

An Information pack containing:

- A description of the academy relevant to the vacant post.
- Reference to the academy's/ Trusts policy on equality and diversity.
- Reference to the child protection/safeguarding policy.
- DBS and other pre-employment checks required.
- A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
- The closing date for the receipt of applications.
- An outline of the terms of employment including salary.
- Reference to the academy's policy on recruitment and selection

6. Short Listing and Reference Requests

- 6.1. The selection panel, with an agreed lead, will use an agreed short-listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 6.2. The selection panel will take up at least two references on each short-listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment which involved working with children to confirm details of their employment and their reasons for leaving.
- 6.3. Where staff have worked for very short period of time with a recent employer, the academy/Trust may seek to obtain a third reference from an employer where the candidate worked for a more substantial period.

- 6.4. Reference requests will ask the referee to confirm:
- The referee's relationship with the candidate.
 - Details of the applicant's current post and salary.
 - Performance history.
 - All formal time-limited capability warnings, which have not passed the expiration date.
 - All formal time-limited disciplinary warnings not relating to safeguarding concerns which have not passed the expiration date.
 - All disciplinary action where the penalty is "time expired" and the disciplinary action is related to safeguarding concerns.
 - Details of any substantiated allegations or concerns relating to the safety and welfare of children.
 - Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 6.5. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e., those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. A standard reference request template is available on the applicant tracking system. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified, and any discrepancies will be discussed with the candidate at interview.
- 6.6. References will be checked against information on the application form; any discrepancy/issue of concern noted to take up with applicant at interview.
- 6.7. On receipt, equality monitoring information must be separated from applications.
- 6.8. The Academy/Trust may conduct searches, either themselves or through a third party of the online presence and publicly available social media content of shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to safeguarding concern.
- 6.9. Management of online searches (either by carrying out the search or instructing a third party to do so), and the collation of information will be carried out independently from those managing the shortlisting process. Only information relevant to potential reputational damage and/or safeguarding concerns obtained from the search will be passed to those managing the shortlisting process.
- 6.10. Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make it unsuitable for them to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023) that may deem them unsuitable. The form is provided by the applicant tracking system electronically.
- 6.11. If the field of applicants is felt to be weak the post may be re-advertised.

7. Interviews

- 7.1. The format, style and duration of the interviews are matters for the Principal / Line Manager to decide in consultation with Central OAT Recruitment Team. The following will be adhered to:
- 7.2. The formal interview:
 - 7.2.1. Before the interviews the selection panel will agree on any reasonable adjustments required for the applicant, the interview format including any other assessment methods.
 - 7.2.2. All those involved in interviewing must be trained, and properly prepared to undertake the role, which may involve appropriate interview training. At least one person on the interview panel must have passed the appropriate safer recruitment training.
 - 7.2.3. The questions asked should enable the interviewers to evidence how each candidate meets the requirement of the job description and the person specification. Each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues.
 - 7.2.4. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared on the pre interview checklist, and are relevant to the prospective employment.
- 7.3. The recruitment documentation will be retained for six months from the date of interview. In line with GDPR, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

8. Level of language proficiency

- 8.1. Under the “fluency duty” (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English (or Welsh in Wales). Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).
- 8.2. The Trust will accept a range of evidence of spoken English or Welsh language ability as follows:
 - competently answering interview questions in English or Welsh;
 - possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English or Welsh by a recognised institution abroad,
 - passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English or Welsh by a recognised institution abroad (and from September 2017 this includes Welsh second language GCSE).

9. Offer of Employment by the Selection Panel

9.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

- Verification of identify
- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- A certificate of good conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- Satisfactory references
- Disqualification under the Childcare Disqualification Act 2006, as amended.

9.2. The successful candidate will be informed, normally in writing, that the appointment is subject to satisfactory completion of these checks.

9.3. Unsuccessful candidates will be notified. Feedback can be provided on request.

10. Personnel File and Single Central Record

10.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment and in line with the OAT Data Retention policy, including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – academies should seek to obtain 2 references in the event that a second reference is not available, a risk assessment document should be completed and kept on file. See Appendix A
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant qualifications
- Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance and barred list check
- Teacher prohibition checks
- Evidence of a Section 128 direction (where applicable)
- Offer of employment letter and signed contract of employment
- Disqualification under the Childcare Disqualification Act 2006, as amended.

- 10.2. Retention of personal information for the successful candidate following the end of their employment will be in accordance with the academy's Data Retention Policy, which is compliant with the relevant Data Protection Act. When retained documents have reached their data retention limit, they will be securely destroyed.
- 10.3. The academy / central office will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.
- 10.4. The academy./ central office will collect personal information from candidates only where consent has been provided, and where the personal information is needed to perform a contract with/involving the applicant, or where the processing is in our legitimate interests and not overridden by their data protection interests or fundamental rights and freedoms. In some cases, the academy may also have a legal obligation to collect personal information from candidates or may otherwise need the personal information to protect their vital interests or those of another person. The academy will retain a record of consent as evidence that the consent has been obtained to collect and process the data and that candidates have been advised of the purpose of the collection and processing.
- 10.5. Candidates have the right to withdraw their consent at any time and can do so by informing the Data Protection Officer, with the exception of documents that are required for a statutory requirement.
- 10.6. The academy / central team will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

11. Disclosure and Barring Service (DBS) checks - new employees and volunteers

- 11.1. The Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annex E of Keeping Children Safe in Education 2024. If a volunteer is assessed as requiring a DBS check, the following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	As an educational institution which is exclusively or mainly for the provision of full-time education to children, Ormiston Academies Trust is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the	An enhanced DBS check with children's barred list check will be obtained

Who?	Definition	Type of check
	relevant legislation, including that it is carried out: Frequently by the same person (for example once a week or more); or On more than three days in any period of 30 days. Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.	
Unsupervised volunteers	As above	An enhanced DBS check with children's barred list check will be obtained Those applying for Chair of Trustee posts (after 01.04.17) must also have their identity verified for a stipulated professional as part of their DBS check as per the below link: https://www.gov.uk/government/publications/identity-verification-for-new-chairs-of-trustees
Supervised volunteers	Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if: They are being supervised by someone that is in regulated activity; and The supervision is regular and day to day (e.g., it is ongoing); and The supervision is reasonable in all the circumstances to ensure the protection of children (this may take into account for example, the age (including the variation in ages), number and vulnerability of children the individual is working with, the nature of the work and opportunity for contact with	We are unable by law to obtain a barred list check on a supervised volunteer. We will however obtain an enhanced DBS check (with no barred list check) for supervised volunteers.

Who?	Definition	Type of check
	children, whether other individuals are helping to look after them and how many workers a supervisor is supervising).	

- 11.2. In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS certificate has been received, but not before the children's barred list check has been completed. The Trust must ensure that appropriate supervision and risk assessment is in place until the DBS certificate has been received.
- 11.3. DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The DBS certificate will be cross-referenced with the applicant's signed self-declaration and the interview notes to ensure the information disclosed has been assessed correctly. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of an applicant's DBS certificate; however we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.
- 11.4. Any applicant who refuses to produce their DBS disclosure will not be able to start work at the Trust and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in the Trust.
- 11.5. Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required by subscribing to the DBS update service. Applicants or volunteers should be asked if they have subscribed to this service. The expectation is that individuals personally fund this if required.
- 11.6. Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023).
- 11.7. Information relating to an individual's criminal record will only be shared with the relevant people to enable the Trust to make a decision about their suitability to work with children and young people.

12. Disclosure and Barring Service (DBS) checks - existing employees and volunteers

- 12.1. An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers (subject to risk assessment) where their unsupervised contact with children or young people has increased from that at their time of appointment. For example, if an individual moves from a role that allows for supervised contact with children, to unsupervised contact with children.

- 12.2. An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the Trust has concerns about an individual's suitability to work with children and young people. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer (subject to risk assessment) where the Trust has concerns about their suitability to work with children and young people.
- 12.3. DBS certificates will only be issued to the applicant. The Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure may be managed through the disciplinary procedure.
- 12.4. All existing employees are required to inform us immediately if they are the subject of a police investigation or receive any conviction or caution which is not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023) or any occurrence that may disqualify them from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information can result in disciplinary action, up to and including dismissal. The Trust may require all employees to sign a declaration on an [annual] basis that there has been no change in their criminal record]. Action may be taken as a result of any change or any failure to inform the Trust of any change.

13. Agency staff

- 13.1. In the case of agency staff, the Trust must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 11, including DBS and children's barred list checks, that the Trust would otherwise complete for its staff. The Trust must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).
- 13.2. The agency must provide a copy of the DBS certificate to the Trust before the agency worker arrives.
- 13.3. Upon the engagement of an agency worker, the agency must be supplied with a copy of the trust's Managing Allegations Procedure unless they have previously been provided with the most recent version of this procedure.

14. Breaches of the policy

- 14.1. Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action may be taken.
- 14.2. Any complaint in relation to this policy, including its application, will be managed through the Academy/Trust's complaints policy or grievance policy for existing employees.

15. Start of Education and Induction

- 15.1. The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 15.2. All new employees will be provided with an induction programme which will cover all relevant matters of academy policy but in particular safeguarding and promoting the welfare of children.
- 15.3. Other supporting documents are available on the ATS/HR system including;
 - Application form
 - Requesting references template
 - Right to Work Checks
 - DBS guidance and DBS portal
 - Pre-employment health checks

Appendix A

File audit and Risk assessment

Member of staff name:

Start date:

Job role:

		Yes	No
1	Copy of contract on file		
2	RTW documentation complete and on file (copied and signed by the checker with a date)		
3	DBS clearance (you should not photocopy the certificate only record the fact you have seen it and a record of the number and date)		
4	Medical Clearance copy on file		
5	Application form on file		
6	Teachers bar check completed NCT		
7	Qualification if required for the role copied to file		
8	Reference 1 on file		
9	Reference 2 on file		
10	Copy of driving license and Insurance on file if relevant to the role		
	<i>Should you be unable to confirm all of the above or resolve it through the actions suggested then a discussion should take place with the Principal who may consider the risk and accept it or take further advice from OAT HR.</i> <i>Academies by now will be able to determine how the employee works and whether there are any safeguarding concerns. If the file is incomplete then the Principal should review the following additional questions/information as part of the process of risk assessment.</i>		
A	Have there been any causes for concern with regard to the employees standard of work or professional conduct since their start date		
B	Has there been any safeguarding issues since appointment		
C	When did they last complete CP and Prevent training		

Checked by		Date	
Referred to Principal	Yes/No	Date	
RA accepted by Principal	Sign: Name	Date	
Refer to HR	Yes/No		
Outcome/ notes			

Appendix B

Safer Recruitment: Employment Risk Assessment Ormiston Academies Trust

This form is for use in exceptional cases, where the principal wishes to consider an exemption from the requirement to obtain a valid DBS certificate prior to an employee starting work. It must not be used as an alternative to processing DBS applications at the earliest possible date. The form will normally be completed by the principal and will be retained on the employee's personal file indefinitely. Please note that an Enhanced check for Regulated Activity must be carried out in every case prior to an employee beginning work in school.

Candidate's name:	
Enhanced DBS check requested:	
Enhanced DBS check received:	
Date Barred List check processed:	
Job title:	
Start date:	
Date of interview:	
Date DBS form submitted:	
Has a Certificate of Good Conduct been received, where required?	
Name of current/last employer:	
Length of service with current/last employer:	
Has there been a break in employment since last employed?	
Has this been satisfactorily explained by the candidate?	
Has the candidate declared any previous cautions/convictions/ bindovers/warnings?	
Have these been satisfactorily explained by the candidate?	
Has advice been sought from HR if there are any concerns about the employee's background?	

Principals Declaration:

- I confirm that this job is essential to the successful operation of the school.

- I confirm that I have obtained references from two referees, at least one of whom has recent and relevant knowledge of the employee in a work context. I am satisfied that the referee has no reservations as to the applicant's suitability to work with children and young people.
- I confirm that medical clearance has been obtained for this appointment.
- I confirm that I will ensure appropriate levels of supervision and/or monitoring will be maintained at all times (for example, unplanned visits by senior staff to employee's work area and avoiding the person working alone with individual children).
- I confirm that the established child protection procedures, standards and ethos of this school provide clear expectations of all staff in matters of child protection.
- I confirm that as part of the employee's induction, the above standards and expectations will be made clear.
 - I confirm that the employee will not be given responsibility for high-risk activities e.g. external visits or residential trips until appropriate DBS clearance is obtained.

Signed (Principal):		Name:		Date:	
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Decision: Exemption endorsed/not endorsed (please delete as appropriate)					
Signed (Chair of Governors):		Name:		Date:	

Appendix C: Reference Template.

Data Protection Notice

CANDIDATE NAME: has provided consent to Ormiston Academies Trust for this reference to be obtained. All the details are provided to Ormiston Academies Trust and will be held in confidence by Ormiston Academies Trust and in accordance with their Privacy Policy. This reference contains confidential and personal data which any recipient is required to maintain in confidence and protect in accordance with UK GDPR, the Data Protection Act 2018 and all other UK data protection legislation.

1. CANDIDATE DETAILS

Full Name:

Former Name(s):

Preferred Name(s):

Job Vacancy:

School:

2. REFEREE DETAILS

Title:

First Name:

Last Name:

Job Title:

Organisation Name:

Contact Number:

3. REFERENCE INFORMATION

How long have you known the candidate and in what capacity?:

Please tell us the positions held by the candidate whilst employed:

Position:

Contracted Hours:

Start Date:

End Date:

What was / is the candidates salary or hourly rate in their most recent position employed?:

Please provide a brief description of the candidate's duties:

Please enter the reason for the candidate leaving their current or most recent position employed?:

4. RATINGS

How would you rate the candidate's:

	OUTSTANDING	GOOD	SATISFACTORY	POOR	N/A
Conduct					
Timekeeping					
Attitude					
Work performance					
Reliability					
Honesty					
Relationship with colleagues					
Capability of achieving agreed targets and deadlines					
Initiative					
Administrative efficiency					
Ability to cope with pressure					
Ability to follow management instruction					
Ability to follow the behaviour management policies					
Ability to manage others					

Have you, or your colleagues, ever had cause for disquiet about the candidate's behaviour or judgment?:

YES/NO

Would you offer / re-employ the candidate if a suitable vacancy occurred?:

YES/NO

Has the candidate ever breached your Data Protection Policy or to your knowledge breached the policy of any previous employer?:

YES/NO

Please add any further comments you may have regarding the candidate and the position applied for:

Having considered the enclosed details regarding the position, would you the candidate for this appointment?:

YES/NO

If yes, please comment on how the candidate has demonstrated that they meet the person specification :

5. SAFEGUARDING CHILDREN

Has the candidate been involved in any disciplinary procedures, substantiated concerns or allegations related to safety and welfare of children or young people? Please include any 'live' or spent warnings, disciplinary action and substantiated concerns/allegations (including a group of low-level concerns about

the same individual) that meet the harm threshold. Please note that any repeated concerns or allegations which do not meet the harm threshold which have been found to be false, unfounded, unsubstantiated or malicious should not be included in this reference:

YES/NO

Is/was the candidate subject to any current or pending disciplinary procedures or sanctions?

YES/NO

Are you satisfied that the candidate is suitable to work with children?:

YES/NO

If yes, please provide further details:

6. TEACHERS ONLY

If the candidate is a teacher, have they undergone Formal Capability Procedures within the past 2 years?:

YES/NO

7. CONFIRMATION

In signing this document, you confirm that the information provided is accurate