



Safer Recruitment Policy

September 2020

Review Date: September 2021

Yew Tree Primary Academy
The Avenue
Halewood
L26 1UU

DREAMBIG

Determined – Resilient – Empowered – Adventurous – Motivated – Beautifully Behaved – Inclusive – Generous

Introduction

This model policy is written in line with, and is compliant to, **Keeping Children Safe in Education, September 2020**, guidance. Our school acknowledges that the safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education.

In order to ensure recruitment procedures are as safe as possible there cannot be an over reliance on any one aspect of the process, as such each stage of the process should be followed in detail. As an employer, the school expects all staff and volunteers to share this commitment.

Aims and objectives

The aim of this document is to ensure our school creates and promotes a culture of safer recruitment, adopting processes and procedures that help deter reject or identify people who may not be suitable to work with children and those who may abuse children.

The aims of the School's recruitment policy are as follows:

- Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- Ensure that all job applicants are considered equally and consistently;
- Ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- Ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2020 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- Ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The objective of the recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff in school will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2020 and Prevent Duty Guidance).

Should a member of staff involved in the recruitment process have a close personal or familiar relationship with an applicant they 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 process.

Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the School's compliance with them.

It is the responsibility of the Head Teacher and other Managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The governing body has delegated responsibility to the Head Teacher and relevant members of the senior leadership team, to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headmaster.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- Provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Regulated Activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced a [Factual note on regulated activity in relation to children: scope](#)

Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - Personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness and disability
 - Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional

Keeping Children Safe in Education, September 2020

A check of the Children's Barred List is not permitted, **unless** an individual will be engaging in "regulated activity". The school, or school H.R support, is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the school can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Commented [JD1]: Under the DBS section below it states that the Children's Barred List will be carried out for all staff employed by the school so is this section required?

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will include a statement that makes clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

Application Forms

Knowsley maintained schools generally choose to use the Local Authority job application form, however Academies may choose to use their own application form. In either case all applicants for employment will be required to complete the relevant application, and each form will contain questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. **CVs will not be accepted, and are not part of a safer recruitment process.**

It is unlawful for a school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position in a school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

It is good practice to ensure job descriptions along with person specifications be refreshed and reviewed each time a job is advertised.

References

Para 160.

Employers should always ask for written information about previous employment history and check that information is not contradictory or incomplete. The purpose of seeing reference is to allow the school or college to obtain objective and factual information to support appointment decisions. References should always be obtained from the candidate's current employer.

Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed.

Keeping Children Safe in Education, September 2020

As part of a safer recruitment process references for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references that are considered satisfactory in line with the safe recruitment policy.

- One of the references must be from the applicant's current or most recent employer;
- If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children;
- Working with children can include voluntary/unpaid work, including as part of a training course;
- The referee should **not** be a relative;
- References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.
- There may be circumstances where an applicant has never worked with children before. In this case, consideration should be given to the role they have applied for and a reference from their last employer will be necessary.

As part of the reference request all referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

On receipt, references will be checked to ensure that all the specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, e.g. if the answers given are vague or insufficient. Any discrepancies or anomalies will be followed up with the candidate.

Open references, testimonials or references from relatives, or other sources are not to be accepted as part of the safer recruitment process.

Interviews

There will be a face-to-face selection wherever possible, and a minimum of three interviewers will see the applicants for the vacant position. The selection process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Consortium Safer Recruitment Training) .[The Safer Recruitment Consortium](#) (This is the training preferred, promoted and delivered free to all Knowsley schools by Knowsley Safeguarding Children Partnership and Knowsley Education Safeguarding Officer).

Any information concerning past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any selection panel will have undertaken Safer Recruitment Consortium Safer Recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed in line with the school data protection and record retention policy.

Offer of appointment and new employee processes.

In accordance with the recommendations set out in KCSIE 2020, the school are required to carry out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the standard terms of the school and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory; for positions which involve "teaching work":
 - i. the school being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the school or which, in the school's opinion, renders the applicant unsuitable to work at the school; and
 - ii. the school being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the school or which, in the school's opinion, renders the applicant unsuitable to work at the school;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the school considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List ;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing

education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;

- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- Verification of professional qualification which the school deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified)
- Should the applicant be expected to drive a school vehicle or their own car in the role they must verify their driving licence/insurance/MOT/registration documents as necessary.

Whether a position amounts to "regulated activity" must therefore be considered by the school in order to decide which checks are appropriate. It is however likely that in nearly all cases the school will be able to carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files within the school. **(See Appendix A)**

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions that involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position in the school.

DBS (Disclosure and Barring Service) Check

The school applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is the local authority and school's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

School staff should be made aware of their obligation to inform the Head Teacher of any cautions or convictions that arise following a completed DBS check. The purpose of this is to ensure the appropriate risk assessments and actions can be taken to support the member of staff.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These will be carried out in addition to the relevant overseas checks that the school will be required to do.

Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant.

This allows for portability of a Certificate across employers. The School will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, ie enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

DBS Certificate

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their original Certificate to school within 7 days of issue or applicants before they commence work or any project involving regulated activity.

Dealing with convictions

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Please also see 'Recruitment of Ex-offenders' policy and procedure.

Consideration will be given to the Rehabilitation of Offenders Act 1974 and:

- The nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Human Resources school link officer. The Head Teacher will make a decision following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Human Resources school link officer will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Secretary of State Prohibition Orders (Teaching & Management roles)

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made by the school, using the Employer Access Online Service. It is anticipated that this will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

The Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency makes prohibition orders. 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.

A person who is prohibited is unable to participate in any management of an independent school, including Academies and Free Schools, a governor on any governing body in an independent school, Academy or Free School or a management position that retains or has been delegated any management responsibilities. A check for a section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as;

- passport,
- birth certificate,
- Driving licence etc.

with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines.

The school does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (eg marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Overseas checks

In addition, applicants including British nationals, who have lived/travelled abroad for more than 3 months, will need to obtain criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

Medical Fitness

There is a legal requirement to verify the medical fitness of anyone to be appointed to a post in the school, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The school must comply with its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Schools are not licenced to sponsor migrant workers. They cannot employ migrant workers who are requiring sponsorship.

In addition, applicants including British Nationals who have lived/travelled abroad for more than 3 months will need to obtain criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the school.

Induction Programme

All new employees will be given participate in an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct, Whistle Blowing/Confidential Reporting Policy, Allegations Management Policy and KCSIE, 2020, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Central Record of Members of Staff

In addition to the various staff records kept in school and on individual personnel files, a single central record of recruitment and vetting checks must be kept.

Para. 167

Whilst there is no statutory duty to include on the single central record details of any other checks, schools and colleges are free to record any other information they deem relevant. For example, checks for childcare disqualification, volunteers and safeguarding and safer recruitment training dates. Schools may also wish to record the name of the person who carried out each check.

Keeping Children Safe in Education, September 2020

The Single Central Record must cover the following people;

- All employees who are employed to work at the school;
- Trainee teachers on salaried routes
- Agency supply staff and third party staff
- Members and trustees of Academy Trusts
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. sports coaches etc.

The minimum information that must be recorded in respect of staff members includes;

- An identity check in line with the following guidelines [Identification checking guidelines](#);
- A barred list check;
- An enhanced DBS check/certificate;
- Further checks on people who have lived or worked outside the UK, including recording checks for those EEA teacher sanctions and restrictions;
- A check of professional qualifications, where required;
- A check to establish the person's right to work in the UK;
- A section 128 check for management positions in independent schools including academies and free schools.

For agency and third party supply staff schools must also include whether written confirmation has been received that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates.

Para. 164

Schools and colleges must maintain a single central record of pre-appointment checks, referred to in the Regulations (listed in paragraph 165) as the register and more commonly known as the single central record. For requirements for schools in Multi-academy trusts, (MATs), see paragraph 169.

Keeping Children Safe in Education, September 2020

Multi-Academy Trusts (MAT's) must maintain the single central record details checks carried out in each academy within the MAT. Whilst there is no requirement for the MAT to maintain an individual record for each academy, the information should be recorded in such a way that allows for the details of each individual academy to be provided separately and without delay.

The Designated Safeguarding Governor will be responsible for auditing the Single Central Record and reporting their findings to the full Governing Body annually.

Record Retention/Data Protection

The school is legally required to undertake the above pre-employment checks. Therefore, if any applicant is successful in their application, the school will retain on their personnel file an relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer, e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept as part of the personnel files in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved

School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18].

Ongoing Employment

A safer recruitment and selection policy and procedure is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, with key safeguarding training refreshed annually.

Leaving Employment

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or
- Has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the Teaching Regulation Agency.

Alternative Provision

Para. 201

When a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil, and should be satisfied that the provider meets the needs of the pupil. School should obtain written confirmation from the alternative provider that the appropriate safeguarding checks have been carried out on individuals working at the establishment. i.e. those checks that the school would otherwise perform in respect of its own staff.

Keeping Children Safe in Education, September 2020

Where the school has organised work experience placements for students they should ensure that the placement provider has policies and procedures in place to protect children from harm.

The school should consider the specific circumstances of work experience placements and consider in particular the nature of the supervision and frequency of the activity being supervised to determine, if any, what checks are necessary.

Such considerations include whether the person providing teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves; and
- providing the teaching/ training/ instruction frequently (more than 3 days in a 30 day period, or overnight)

Children's barred list checks may be required for some people who supervise children **under the age of 16** on work experience placements.

Contractors and agency staff

Contractors engaged by the school must complete the same checks for their employees that the school is required to complete for its staff. The school requires confirmation that these checks have been completed before employees of the Contractor can commence work at the setting.

Agencies who supply staff to the school must also complete the pre-employment checks, which the school would otherwise complete for its staff. Again, the school requires confirmation that these checks have been completed before an individual can commence work at the setting.

The school will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the school.

Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The school is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The school will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so, the school will always have regard to the [the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE, 2020 which states:

Annex A, Page 89.

Extremism is vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Keeping Children Safe in Education, September 2020

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking '*regulated activity*' with pupils at or on behalf of the School, (the definition of regulated activity set out above will be applied to all volunteers).

Under **no circumstances** should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

In addition, the School will seek to obtain such further suitability information about a volunteer, as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Monitoring and Evaluation

The Head Teacher will be responsible for ensuring that this policy is monitored and evaluated throughout the school.

Appendix A

Personal File Checklist

Employee Name

	Y/N/not applicable	Details
Job description *		
Person specification*		
Application form		
Offer of appointment letter		
Interview record form		
New starter form / variation form		
Reference 1 + authenticity		
Reference 2 + authenticity		
Medical Clearance		
Asylum & Immigration documents [eg. Passport / Birth Certificate / visa or permit if applicable]		
Next of Kin form		
Bank details		
Copies of qualifications / professional qualifications		
Teacher DFE Number [if applicable]		
DBS Details		
Start date letter		
Contract of employment / Variation letter		
Proof of continuous service		
Driving licence [if applicable] *		
Business use car insurance [if applicable] *		

*Not essential