Bellevue Place

EDUCATION TRUST

Safer Recruitment Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2026
Renewal:	Annually
Review Date:	1 September 2027

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1 Bellevue Place Education Trust – Our commitment

Learn, Enjoy, Succeed

BPET is a growing family of autonomous schools that strive for excellence for the communities they serve. Our staff are empowered to balance academic rigour and curricular breadth to inspire confidence, creativity and respect. Our pupils are at the heart of everything we do as to LEARN, ENJOY and SUCCEED.

LEARN
We offer a breadth and ambition of provision that supports an exceptional academic education, nurturing every child's learning journey – regardless of ability, background or special educational needs – and helping them develop a lifelong passion for learning.

ENJOY
We believe learning should be enjoyable, and that through this enjoyment children develop life-long learning habits. We achieve this by creating opportunities for all children to reach their full potential at school, and to enjoy school life – helping to ensure pupils grow into happy, independent and confident learners.

SUCCEED
We strive for excellence, aiming to ignite ambition, aspiration, pride and a desire to contribute to society. We prepare our pupils to approach life with confidence, purpose and integrity.

Working together: the BPET way
We achieve far more by learning, supporting and collaborating within and across our network of schools and communities. We do so with an unwavering and shared commitment to equality, diversity, inclusion, and respect.

2 Introduction

2.1 BPET places the highest levels of importance on safeguarding our children and will abide by all relevant legislation and best practice guidelines.This policy is updated to explicitly reflect statutory expectations defined within the Department for Education's guidance, Keeping Children Safe in Education (KCSIE) 2026, alongside organizational responsibilities

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outlined in the Employment Rights Act 2025. This commitment to safeguarding and promoting the welfare of children and young people requires **all** staff and volunteers to share the same high levels of compliance and vigilance. This policy should be read in conjunction with BPET Safeguarding (Child Protection) Policy and the Safer Recruitment Guidelines and Checklist

2.2 The welfare of children will be safeguarded at every stage of the recruitment process. The recruitment process itself will be carefully planned, and each element of the process will be consistent and thorough. Information from applicants will be collated, analysed and evaluated in the context of child protection and welfare. The mix of qualities, qualifications and experience a successful candidate will need to demonstrate and any other particular matters will be clear in the advertisement.

2.3 Recruiting the best people to BPET is vital for our continued success in providing the highest standards of education to our pupils.

2.4 Not appointing the right people to our roles can have a negative impact on the performance of BPET.

2.5 In carrying out our recruitment processes:

2.5.1 we are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.

2.5.2 we will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time.

2.5.3 our Data Protection Policy sets out how we will comply with Data Protection Legislation.

2.5.4 will comply with the requirements of the Equality Act (2010) 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.

2.6 Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.

2.7 If an applicant makes the School or the Central Team aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process. We guarantee to

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interview a disabled applicant, provided they meet the minimum criteria for the job. This applies to all internal and external vacancies.

3 Scope and Purpose

3.1 The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within BPET.

3.2 Disclosure and Barring Service checks also apply to volunteers.

4 Safer Recruitment

4.1 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.

4.2 The recruitment of all applicants and volunteers to BPET 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. The appointment of a volunteer must include the completion of a risk assessment.

4.3 In line with statutory preventative harassment legislation, all third-party supply agencies, external contractors, and continuous volunteers must explicitly acknowledge and adhere to BPET Staff Code of Conduct, establishing explicit zero-tolerance frameworks for third-party, peer-on-peer, or discriminatory harassment.

4.4 Any person involved in recruiting to BPET must read the "Keeping children safe in education" guidance (or updated statutory guidance) produced by the DfE and BPET's child protection and safeguarding policy. These can be obtained from the school office or via the central team

4.5 All recruitment must be planned to ensure that there is adequate time available to recruit safely.

4.6 Any person who becomes aware that this policy is not being followed during recruitment must inform the Headteacher/ Designated Safeguarding Lead/ Director of Education / Head of People, immediately.

4.7 All of the checks described in Sections 16 and 17 must be carried out and have been determined as satisfactory before an applicant can start their employment or volunteering. In particular circumstances, there is provision for a person to start before a DBS has been seen, provided that the required criteria have been met. (See 16.4 and Appendix B)

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5 Advertising

5.1 Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.

5.2 The advertisement will make clear BPET's commitment to safeguarding as described at the opening of this policy and will refer to the need for the successful applicant to undertake an enhanced criminal record check via the Disclosure and Barring Service (DBS). The recruitment exercise and who should be involved will be planned, giving sufficient time to organise the exercise so that safeguarding procedures are not overlooked. There will be a recruitment pack which will set out the extent of the responsibility for children that the person will have. All people who work in BPET schools have responsibility for children, some more than others.

5.3 All adverts should include the following wording:

Bellevue Place Educational Trust is committed to safeguarding and promoting the welfare of children and young people in our care and expects all employees and volunteers to share this commitment. We follow safe recruitment practices and appointments are subject to vetting including, enhanced DBS, online checks, reference checks, identity and criminal record checks and, where applicable, a prohibition check.

5.4 The advert should also include the safeguarding responsibilities of the post as per the job description and personal specification;

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

"This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 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.'

5.6 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.

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5.7 All applicants will be provided with a copy of our BPET Job Applicant Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment processes.

THE RECRUITMENT PROCESS

6 Planning

6.1 When a need to recruit is identified, the line manager should review the requirements of the role ensuring that the job description and person specification are up to date, clear and concise. Further guidance is available electronically to all employees through our central document management system, specifically in the recruitment folder.

6.2 It is essential to plan the recruitment process itself, identifying who should be involved (a minimum of two people must be involved), assigning responsibilities, and setting aside sufficient time for the work needed at each stage so that safeguards are not skimped or overlooked. At least one of the selection panel must have attended appropriate training particularly in relation to safer recruitment. In relation to the timescales, for example, time needs to be allowed for obtaining references on short listed candidates before interview.

7 Job Description and Person Specification

7.1 A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, abilities, experience, attitude, behaviours, qualifications and knowledge requirements for the post.

7.2 All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children.

7.3 All job descriptions should include BPET's commitment to diversity, equality and inclusion.

As a minimum the person specification should include:

7.3.1 the qualifications and experience and any other requirements needed to perform the role;

7.3.2 the competences and qualities that the successful candidate should be able to demonstrate and explain how these requirements will be tested and assessed during the selection process;

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7.3.3 Explain how all employees have a responsibility for safeguarding and promoting the welfare of children;

7.3.4 The extent of the relationship/contact that the postholder will have with children and the degree of responsibility for children;

8 Application Form and Information Packs

8.1 All applicants must apply through My New Term (MNT) in order to obtain core data from all applicants and to be consistent. CVs should only ever be accepted from a candidate alongside a full application form.

8.2 The application form is an essential tool in the selection process and providing false information is an offence and could result in the application being rejected or more seriously, the applicant facing summary dismissal if they have started their employment and possible referral to the police.

8.3 Information Packs will include:

8.3.1 How to apply through My New Term;

8.3.2 Job description and person specification;

8.3.3 Relevant information about BPET and the school;

8.3.4 A statement of the terms and conditions relating to the post;

8.3.5 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;

8.3.6 BPET's policy on employing ex-offenders;

8.3.7 A statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity in relation to children;

8.3.8 The fact that references will be taken up for short listed applicants prior to interview and that any relevant issues arising from these will be taken up at interview;

8.3.9 Notification that, for candidates who are shortlisted, an online search will be undertaken.

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9 References

9.1 All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:

9.1.1 be requested for all shortlisted applicants, including internal applicants;

9.1.2 include the applicant's current or most recent employer and where an applicant is not currently working with children, will include the applicant's most recent employer when working with children;

9.1.3 ask the current employer for details of any capability history in the previous two years, and the reasons for this;

9.1.4 be directly from the referee, who will be a senior person with appropriate authority and confirmed as accurate in respect of any disciplinary investigations;

9.1.5 not be accepted if they are 'to whom it may concern' letters;

9.1.6 request information on the applicant’s suitability to work with children and young people from the last employer where the applicant worked with children (if not currently working with children);

9.1.7 be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source;

9.1.8 be clarified with the referee where the information is vague or insufficient;

9.1.9 establish the reason for the candidate leaving their current or most recent post;

9.1.10 be compared with the information set out in the application form and any discrepancies discussed with the candidate;

9.1.11 be requested and, wherever possible, be received before the interview; and

9.1.12 be explored further with the referee and with the applicant during the interview if necessary.

9.2 Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

9.3 In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

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9.4 Both references must have been received by the school prior to the candidate commencing work with children. In exceptional circumstances, a telephone reference can enable a person to start work, but this in only a temporary measure and the telephone reference must be subsequently confirmed in writing.

10 Scrutinising and Shortlisting

10.1 Applicants will be short-listed against the requirements of the person specification. The same people should carry out the short-listing and the interviews and there should be at least two people. The outcome of the short-listing process will be recorded and retained.

10.2 The equal opportunities monitoring form must be removed from the application and not provided to the short-listing panel.

10.3 BPET 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 that could be a safeguarding concern (radicalisation extremist views for example). Shortlisted candidates will be informed that online searches may be done as part of due diligence checks when they are invited to interview. Shortlisted candidates will be asked to complete the on-line media search form to provide details of any social media accounts.

10.4 When conducting online background and social media checks, shortlisting panels must maintain heightened vigilance regarding digital profile integrity. Due to evolving technology and the prominence of Generative AI, risk assessments must account for the prevalence of deepfakes, AI-generated content, or online identity manipulation.

10.5 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 safeguarding concerns obtained from the search will be passed to those managing the shortlisting process.

10.6 The short-listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns, including any concerns as a result of online searches must be obtained from the applicant, preferably during or before the interview process and certainly prior to the offer of employment.

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11 Self-declaration of Criminal Record, Prohibitions and Disqualification

11.1 Shortlisted candidates will be asked prior to interview to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. For example:

11.1.1 if they have a criminal history;

11.1.2 whether they are included on the barred list;

11.1.3 if they are known to the police and children's services;

11.1.4 whether they are prohibited from teaching, if undertaking teaching work;

11.1.5 whether they are prohibited from taking part in the management of a school, if being appointed to a management position, including internal appointments;

11.1.6 have they been disqualified from providing childcare, if they will be working with children in the EYFS or with children aged 8 and under in a wraparound provision; and

11.1.7 any relevant overseas information.

11.2 Applicants are asked to sign a declaration confirming 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 point of interview.

11.3 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.

11.4 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 (as amended in 2013, 2020 and 2023) that may deem them unsuitable. Applicants will be given the opportunity, prior to interview, to take professional advice (from the Ministry of Justice website, NACRO or UNLOCK) on whether or not a conviction needs to be declared.

12 Interview process

12.1 A face-to-face interview must take place for all applicants to all posts.

12.2 All those involved in interviewing must be 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.

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12.3 Interviews should be conducted with a minimum of two interviewers on the panel ideally with an equal gender balance, to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.

12.4 The interview will explore issues relating to safeguarding and promoting the welfare of children in terms of:

12.4.1 What has attracted the candidate to the post and their motivation to work with children and young people;

12.4.2 exploring skills and asking for examples of experience of working with children which are relevant to the role; and

12.4.3 probing any gaps in employment or where the candidate has changed employment or location frequently, asking the reasons for this;

12.4.4 probing if a criminal record has been declared, any information about past disciplinary action/allegations, or if there are gaps in employment etc;

12.4.5 probing any concerns identified as part of the online and social media checking process;

12.4.6 Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

12.4.7 Emotional resilience in working with young people with challenging behaviours;

12.4.8 Attitudes to use of authority and maintaining discipline;

12.5 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.

12.6 Any gaps in employment history and any concerns identified as part of the online and social media checking process must be explored during the interview process.

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

12.7.1 implication that adults and children are equal;

12.7.2 lack of recognition and/or understanding of the vulnerability of children;

12.7.3 inappropriate idealisation of children;

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12.7.4 inadequate understanding of appropriate boundaries between adults and children; and

12.7.5 indicators of negative safeguarding behaviours.

12.8 Once each candidate has been interviewed, interview summary sheets must be completed by the panel. It is a statutory requirement to maintain a permanent record of the recruitment and vetting checks. This should record which panel member attended the safer recruitment training and needs to be retained for 6 years (and retained on the SCR for the duration of their employment). At the end of the interview process, these sheets must incorporate the results of any additional selection tests/exercises undertaken. The sheets must clearly state the outcome and provide objective, clear reasons as to whether the candidate is suitable for appointment or not, directly relating to the job description and person specification.

12.9 These sheets will be used to provide feedback to unsuccessful candidates and used as evidence in the event of any discrimination claim made by an unsuccessful candidate. All recruitment documentation should be kept for 6 months and then destroyed except for the panel decision sheets. All information relating to the successful candidate should be kept on their HR/personal file.

13 Other selection methods

13.1 In addition to face-to-face interview with an interview panel a variety of other selection methods may be used, such as:

13.1.1 Observation of teaching practice in BPET or in applicant's current school or academy;

13.1.2 One or more additional panel interviews (for example, a panel made up of pupils from BPET);

13.1.3 A presentation;

13.1.4 In-tray exercise; and

13.1.5 Psychometric testing.

13.2 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

13.3 Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are.

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14 Level of language proficiency

14.1 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).

14.2 BPET will accept a range of evidence of spoken English language ability as follows:

competently answering interview questions in English;
possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad,
passing an English or Welsh spoken language competency test or possessing a relevant spoken English at CEFR Level B1 or above, taught in English or by a recognised institution abroad.
evidence of proficiency in English' for those who do not speak English as a first language.

15 Invitation to Interview

15.1 This will remind candidates that the interview will include an exploration of their suitability to work with children. The invitation will also stress that the successful candidate will need to be checked thoroughly to ensure their identity is correct and that an enhanced Criminal Record Check (DBS) will need to be completed. S/he will need to bring:

15.1.1 Current driving licence/passport or a full birth certificate;

15.1.2 Recent utility bill or financial statement to confirm address (no older than three months) OR Annual Council Tax/Water Authority Bill;

15.1.3 Any name change will need the appropriate documentation, for example marriage certificate;

15.1.4 Original documents confirming any educational or professional qualifications; and

15.1.5 Work permit and related documentation if applicable e.g. Indefinite Leave to Remain.

16 Conditional Offer of Appointment

16.1 Pre-Appointment checks: an offer of appointment to the successful candidate will be conditional on:

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16.1.1 Receipt of at least two satisfactory written references (one of which must be their current employer) – should include a phone call or face-to-face meeting with the referees of the successful applicant;

16.1.2 Verification of the candidate's identity, preferably from current photographic ID and proof of address; It is important 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, as expected in KCSIE, is checking the name on their birth certificate, where this is available;

16.1.3 Verification of the applicant's right to work in the UK (A copy of the employee's passport and birth certificate needs to be taken and retained on file);

16.1.4 Check previous employment history to ensure information is not contradictory or incomplete;

16.1.5 Ensure the candidate has ticked the box on the application form to declare they are mentally and physically fit for the role;

16.1.6 Satisfactory medical check – mental and physical fitness check by occupational health;

16.1.7 An enhanced DBS clearance (see flowchart in appendix A.) Note that remote teaching (for example via Google) is still a regulated activity and, therefore, enhanced DBS clearance and other relevant checks remain a requirement;

16.1.8 Satisfactory on-line searches;

16.1.9 Barred list checks – ***cannot start employment without this- only required if undertaking regulated activity.*** This is also required if accepting a DBS from another employer/organisation. If the barred list check has not been obtained via the DBS certificate prior to work starting, it is available from the DfE via the secure access

16.1.10 Prohibition from teaching check from the DfE via the secure access

16.1.11 Prohibition from management check (SLT only and LGB members) from the DfE via the secure access

16.1.12 Verification of qualifications required for the post or declared by the candidate;

16.1.13 Verification of professional status if applicable. For teachers, this will include checking that the individual has the acquired teaching qualification and has successfully completed any statutory induction, if required, through the DfE via the secure access

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16.1.14 For any staff, whether or not they are qualified teachers, who undertake 'teaching work', as defined in the Teachers' Disciplinary (England) Regulations (2012), verification that they are not subject to a prohibition order by checking the DfE online services website. In brief, the regulations define 'teaching work' as each of the following;

- Preparing lessons
- Delivering lessons
- Assessing the pupils' progress
- Reporting on the pupils' progress"

16.1.15 Satisfactory completion of childcare disqualification self-declaration for all staff/volunteers working with children aged 5 and under, including reception classes, but also those working in wraparound care for children up to the age of 8, such as breakfast clubs, after school care and holiday clubs.

16.1.16 **Early Suitability Tracking & Probation Review:**

Following appointment, all new hires will enter BPET's probation and induction process. In line with BPET procedures and current employment legislation, a formal probation review will normally take place at the three-month point to assess suitability, performance, conduct, safeguarding practice, and support needs during the induction period.
Onboarding documentation will also reflect statutory employment rights applicable from the commencement of employment, including relevant parental leave entitlement.

16.1.17 Parental Leave Rights: Following a conditional appointment, all new hires transition directly into an actively monitored induction window. To safely manage the 6-month statutory unfair dismissal threshold introduced by the Employment Rights Act 2025, schools must execute a mandatory, formal 3-month interim probation review. Additionally, onboarding documentation must reflect that statutory paternity leave and unpaid parental leave are recognised as day-one rights from the commencement of employment.

16.2 In addition, if an employee has lived or worked outside the UK the following are required:

16.2.1 For all staff, including teaching positions: criminal records checks for overseas applicants if they have lived overseas for a period of more than 3 months in the last 5 years,

16.2.2 For positions involving teaching work (as defined in my note for 16.1.14), where the applicant has engaged in teaching work outside the UK: obtaining a letter of professional standing from the professional regulating authority in the country or countries where the applicant worked.

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16.2.3 If an overseas criminal records check or a letter of professional standing is unobtainable from the relevant country, the school undertakes a risk assessment to determine what additional check(s) can be undertaken to compensate for the absence of the unavailable check. The DfE notes that the usual outcome is to obtain an additional reference from the country in question.

16.3 Please note that there is a requirement to carry out an enhanced DBS check for an applicant from abroad even if they state that they have never previously been to the UK.

16.4 An employee should not start until all the above checks are in place. If you are still waiting for the DBS to come through, you can undertake a barred list check and undertake a risk assessment using appendix B. However, this risk-assessed start is strictly prohibited for any employee or volunteer designated to work within the Early Years Foundation Stage (EYFS), including Nursery and Reception. EYFS staff must never commence employment, induction, or work on-site until their full Enhanced DBS certificate has been received, verified, and recorded.

16.5 The employee will need to be supervised at the level determined by the risk assessment. The risk must be reviewed, ideally weekly and never less than every two weeks, to verify that arrangements continue to be suitable. It should be retained in the member of staff's personnel file and a cross-reference entered on the Single Central Record in the notes section.

If a response from the DBS is outstanding and all other pre-employment checks are satisfactory, a person may only commence work provided that a separate Children's Barred List check has been completed and cleared, a formal risk assessment has been signed off, and they are appropriately supervised.

The supervision should reflect what is known about the person concerned, their experience, the nature of their duties, and the level of responsibility they will carry. For those with limited experience and where references have provided limited information, the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work, a lower level of supervision may be appropriate.

For all staff without completed Enhanced DBS checks, it must be made explicitly clear to them and their supervisor that they are subject to this additional supervision. The nature of the supervision must be specified, and the roles of staff members undertaking the supervision must be clearly spelt out. These arrangements must be reviewed regularly, at least every two weeks, until the full Enhanced DBS certificate is received and verified.

16.6 All checks must be confirmed in writing, retained on the employee's HR file, where the check generates documentation, and recorded in the single central record (SCR). A personnel file must include, in relation to required checks, the following documentation:

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16.6.1 Evidence of identity, including, where available, a copy of the birth certificate. Copies of documents provided to confirm address, such as a bank statement or utility bill;

16.6.2 A copy of the passport. (If the member of staff does not possess a passport, a copy of the birth certificate. If the member of staff possesses neither, a suitable document from the list of alternatives provided by the Home Office);

16.6.3 Copies of evidence of required qualifications;

16.6.4 Job application form;

16.6.5 At least two references (and also notes on any telephone reference if this option was used prior to receipt of a written reference;

16.6.6 Where an appointment was made using a separate barred list check, a copy of the printable confirmation;

16.6.7 Evidence of right to work in the UK;

16.6.8 Where a member of staff has lived or worked overseas, evidence of an overseas criminal records check or, where this is not obtainable, a risk assessment and evidence of the alternative route determined by the risk assessment;

16.6.9 Where a member of staff has engaged in teaching work overseas and will engage in teaching work at the school, a letter of professional standing or, where this is not obtainable, a risk assessment and evidence of the alternative route determined by the risk assessment;

16.6.10 If the member of staff is engaged in teaching work, evidence of a UK prohibition from teaching check. (Note that, for a qualified teacher, a printable confirmation is generated, but if the check is done on a member of staff who is not a qualified teacher, this evidence is not available;

16.6.11 Where relevant, copies of the annual self-declaration of not being disqualified from working in childcare;

16.6.12 Where relevant, evidence of the completion of a prohibition from management check;

16.6.13 Self-declaration of medical fitness;

16.6.14 If a member of staff was allowed to start prior to the receipt of the DBS certificate, a copy of the completed DBS risk assessment which determined secure arrangements to facilitate this.

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

16.7 It is not permissible to retain copies of DBS certificates for any longer than is necessary, and never longer than 6 months. DBS certificates must be securely destroyed or returned to the member of staff before the end of this permissible retention period, and not held on file.

17 Disclosure and Barring Service (DBS) checks – new employees and volunteers

17.1 BPET 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. 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, BPET 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 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 – 1. 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. 2. An overnight stay in the same accommodation as children (for example a residential school trip) is always regulated activity, regardless of how frequently it is carried out. **Regulated activity** means a person who will be: Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children: or Carrying out paid or unsupervised unpaid work, regularly in a school or college where that work provides an opportunity for contact with children: or	An enhanced DBS check with children's barred list check will be obtained

xxx

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	Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not. Regulated activity in relation to children can be split into two main categories, these include activities and places of work. Those working in specified activities will be classed as engaging in regulated activity. Put simply, this is anyone who is **teaching/training/instructing/coaching/caring for or supervising children**. Anyone who is carrying out such a role would most likely be eligible for an enhanced DBS check, with a children's barred list check. Applicants would also be classed as working in regulated activity if they were working in a school or nursery. Permanently working in a school would mean an applicant was engaging in regulated activity, e.g. those working as teachers, Early Years staff. Or caretakers. For those who work in these schools sporadically, such as contractors or photographers, their eligibility for a check would be determined by the frequency of their work. To be eligible for a DBS check they would need to work in any one of these specified places more than three times in a 30-day period.	
Unsupervised volunteers	As above	An enhanced DBS check with children's barred list check will be obtained.

17.2 In exceptional circumstances a new employee or unsupervised volunteer (excluding those working within the EYFS provision) may be able to start before their full Enhanced DBS check has been received, but not before a separate Children's Barred List check has been completed and cleared. Volunteers meeting the regulated activity threshold cannot commence placement under a risk assessment and must await full DBS clearance.

17.3 For any eligible new employee starting under these conditions, the school must ensure that appropriate supervision is in place until the DBS check has been received and that a risk assessment is undertaken, using the form at Appendix B and regularly reviewed. See also 16.4, above. For staff working in EYFS provision, no exceptional circumstances apply. A full, physical Enhanced DBS check certificate must be verified and on-site prior to their first day of employment.

xxx

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Dear XXX

17.4 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure before commencing work with children and when requested to do so. The disclosure will be scrutinised to ensure it is authentic and of the correct type, to verify whether it contains any information on disclosures 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 your 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. Any existing employee who does not produce their DBS disclosure will be managed An enhanced DBS clearance (see flowchart in appendix A.)

17.5 Barred list checks – cannot start employment without this- only required if undertaking

17.6 regulated activity. This is also required if accepting a DBS from another

17.7 employer/organisation. This is also recommended if the appointee has signed up to the

17.8 update service. If the barred list check has not been obtained via the DBS certificate prior to

17.9 work starting, it is available from the DfE via the secure access

17.10 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 (as amended in 2013, 2020 and 2023).

17.11 Information relating to an individual's criminal record will only be shared with the relevant people to enable BPET to make a decision about their suitability to work with children and young people.

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

18.1 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 contact with children or young people has increased from that at their time of appointment.

18.2 An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where BPET 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 BPET has concerns about their suitability to work with children and young people.

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18.3 All existing employees are required to inform BPET of any change in their criminal record. This includes convictions, cautions, arrests and police investigations which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013, 2020 and 2023). BPET 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 BPET of any change.

19 Childcare Disqualification

19.1 Under the Childcare (Disqualifications) Regulations 2018 and the Childcare Act 2006, where the Headteacher takes the decision that an individual falls outside of the scope of the regulations and does not carry out such checks, a record will be made on the individual's personnel file and N/A will be entered on the SCR in the relevant column. This will include an evaluation of any risks and control measures put in place and any advice sought. See appendix D.

20 Guidance on Handling a DBS Check with Caution/Conviction/Adverse Information

20.1 On the BPET application form candidates are informed that the Rehabilitation of Offenders Act does not apply and that all convictions, cautions, bind-overs or pending prosecution must be declared, unless the DBS filtering rules apply (See below for more information on Filtering Rules). The interview will have explored issues arising from any declaration made at the time of applying for the role.

20.2 If a candidate who has declared that there will be a caution, conviction or adverse information on his/her DBS certificate is successful at interview, as a final checking process the Headteacher should complete a risk assessment pro forma. Once the DBS disclosure is received by the school and it is established that the convictions/cautions are accurate in relation to the applicant and reflect what the applicant declared during the application process, the Headteacher should confirm with them the circumstances surrounding the convictions/cautions and when they took place. The fact that someone has a conviction or a caution would not necessarily prevent him or her from taking up or continuing in employment although serious consideration should be given to the information that has been received before a decision is made. In reaching that decision, the Headteacher should consider the nature of the conviction/caution, when they took place and whether there is a possibility of further incidents taking place together with the possible implications, if any, for BPET employing this person. Factors to consider include:

20.2.1 The seriousness of the offence, caution or bind-over and the circumstances around it;

20.2.2 Whether the individual's circumstances have changed since the offence was committed, making re-offending less likely;

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20.2.3 The degree of intent on behalf of the offender;

20.2.4 The damage caused;

20.2.5 Whether drugs or alcohol were involved;

20.2.6 The sentence received;

20.2.7 Repeat offences i.e. was the offence a one-off or part of a history of offending;

20.2.8 The length of time since the offence took place;

20.2.9 The age of the person at the time of the offence;

20.2.10 The nature of the job i.e. does the nature of the job present any opportunities for the post holder to re-offend in the course of their work;

20.2.11 The degree of risk that the offence suggests that the individual represents;

20.2.12 The severity of the impact of it were it to happen again;

20.2.13 The extent of job supervision i.e. does the job involve one-to-one contact with children and what level of supervision will the post holder receive;

20.2.14 What measures can be put in place to minimise risk;

20.3 Guidance is available when making a decision and there is a risk assessment pro-forma for completion by the Headteacher ***before*** the individual is employed.

21 DBS Filtering - What Police National Computer (PNC) records will be disclosed automatically on a DBS Standard or Enhanced certificate?

21.1 The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation, which was updated in November 2020

21.2 Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

21.2.1 All convictions for specified offences;

21.2.2 Adult cautions for specified offences;

21.2.3 All convictions that resulted in a custodial sentence.

21.3 Other records must be included depending on when the caution or conviction was received:

xxx

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21.3.1 Any adult caution for a non-specified offence received within the last 6 years;

21.3.2 Any adult conviction for a non-specified offence received within the last 11 years;

21.3.3 Any youth conviction for a non-specified offence received within the last 5 and a half years.

21.4 An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

21.5 A 'specified offence' is one which is on the list of specified offences agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

21.6 Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

21.7 Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

21.8 Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to statutory guidance.

21.9 During the recruitment process schools must not ask candidates about offences which are protected or do not otherwise appear on the DBS certificate. If a candidate volunteers such information during the recruitment process, schools should not take this into account in their decision making.

22 Local Governing Board (LGB)

All Local Governors will be required to have an enhanced Criminal Record check (enhanced DBS).

23 Supply Staff

23.1 Where supply staff are employed directly by BPET we will complete all relevant checks as described in the recruitment section of this policy.

23.2 Where staff are provided by an agency, using the letters provided at Appendix C, we will obtain written confirmation from the agency that the checks required by this policy and BPET's Child Protection & Safeguarding Policy have been followed. An identity check will still need to be carried out by the school either prior to the person starting at the school

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or on the first day. Supply Staff will need to be included on the School's Single Central Record (SCR) even if they only work for one day at the school. This is a requirement under KCSIE. The school must record on the SCR the date on which the employer provided confirmation of the required checks. This date must be prior to the commencement of working with children.

23.3 For agency supply staff the school must record both the date on which the DBS certificate was seen and also the date of the certificate.

24 Volunteers

24.1 Volunteers are also seen by children as safe and trustworthy adults. The same kind of process should apply when a school is recruiting volunteers. Under no circumstances should a volunteer who has had no checks made be left unsupervised or allowed to work in regulated activity.

24.2 For example, if a parent volunteer is one of a group helping out on a one-off occasion such as a day trip, a fete, a sports day or a school disco where they will be supervised, there is no need for a formal recruitment and selection process or for a Criminal Record check.

24.3 On the other hand, if the volunteer is going to have an on-going role that involves regular contact with children, or means that the person will be on the premises when children are present regularly or frequently, a similar recruitment process should be adopted as would be used to recruit a paid member of staff as this will be regulated activity. The process might be presented differently or adapted to be more informal, but the principal safeguards and features of the recruitment and selection process should be the same.

24.4 In those cases, the process should include:

24.4.1 Information about the organisation's commitment to safeguarding children

24.4.2 Completion of a volunteer application form

24.4.3 Obtaining references

24.4.4 A face-to-face interview

24.4.5 Pre-employment checks including a criminal record check, references and a satisfactory childcare disqualification self-declaration.

24.5 The school may obtain an enhanced DBS certificate (not including barred list information). Occasional volunteers who do not meet the statutory frequency threshold for regulated activity but have the opportunity to come into contact with children, such as assisting on a one-off daytime school trip. Employers are legally prohibited from requesting Barred List information on any volunteer who does not engage in regulated activity.

xxx

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24.6 However, following the statutory removal of the supervision exemption, any regular primary or EYFS volunteer who meets the frequency threshold (once a week or more, or more than 3 days in any 30-day period) is legally engaged in regulated activity. Consequently, all such regular volunteers, regardless of whether their role is supervised or unsupervised,must obtain a full Enhanced DBS check including a Children's Barred List check before commencing their placement.

24.7 The Headteacher must undertake a risk assessment and use their professional judgement and experience when deciding what vetting checks are required in relation to a volunteer's role, including whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they should consider:

24.7.1 the nature of the work with children;

24.7.2 what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;

24.7.3 whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and

24.7.4 whether the role is eligible for an enhanced DBS check.

25 Contractors

25.1 Trainee Teachers & Safe Scrutiny: Vetting practices, Single Central Record logs, and the tracking of safeguarding allegations or Local Authority Designated Officer (LADO) referrals apply identically to all directly employed staff, supply agency staff, and trainee teachers embedded within the setting, as mandated by Part 4 of KCSIE 2026.

25.2 In relation to building contractors, children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However, schools should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks. Identity checks should be carried out on the first day on site.

25.3 Contractors engaging in **regulated activity** will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is whether the contractor works on a single site or across a number of sites. See sections 16 and 17.

25.4 Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to **work unsupervised** or engage in regulated activity. The

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Headteacher is responsible for determining the appropriate level of supervision depending on the circumstances.

25.5 If a contractor working the school is self-employed, the school should treat the contractor as an employee and use the self-employed contractor pack. Schools should always check the identity of contractors and their staff on arrival at the school or college. This includes contractor arrangements through the BPET Central Team, where their checks are available on the BPET tab of the SCR and these must be copied across to the school SCR.

26 Agency and third-party staff

26.1 The school must obtain, using the template letters at Appendix C, written notification from any agency, or third party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school that the school would otherwise perform. Where the position requires a barred list check, this must be obtained by the agency or third-party prior to appointing that individual. Where the agency/organisation has obtained an enhanced DBS check prior to the person commencing work which includes a positive disclosure (or otherwise where the agency was provided with information) ***the headteacher must obtain a copy of the certificate from the agency/employer***. The head, not the employer, has the final responsibility for determining whether it is appropriate for someone with a positive disclosure to work in the school and must follow the steps provided in Section 20 to decide this.

26.2 The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.

26.3 Upon the engagement of an agency worker, the agency must be supplied with a copy of the BPET's Dealing with Allegations of Abuse against Staff Procedure unless they have previously been provided with the most recent version of this procedure.

27 Checking the identity and suitability of Visitors

27.1 BPET Child Protection & Safeguarding Policy states it is a critical part of safeguarding that the school is able to verify the identity of any visitors to the school. Schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). Headteachers should use their professional judgment about the need to escort or supervise visitors. All visitors should be asked to provide photo identification when visiting the school. A copy should be made of the documentation and retained. Visitors should be informed of the identity of the designated safeguarding lead, either by having this printed on the back of a visitor pass, by pointing out a poster displaying the necessary information or by being given a summary safeguarding leaflet. The visitor should also be

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informed of any emergency procedures such as fire assembly points and first aid provision. This information can be printed on the visitor pass.

27.2 If a visitor is remaining on site and is unable to provide a DBS, they should be issued with a red lanyard which will alert all staff and volunteers that **this visitor must be accompanied at all times**. They must not be left unsupervised where they may have access to children. If the visitor does have a valid DBS, they should be issued with a blue lanyard which indicates to staff and volunteers that this visitor does have a satisfactory DBS.

27.3 All staff need to be aware of this requirement and inform anyone that makes an appointment to visit the school of the need to bring ID.

28 Records

28.1 Records of all checks will be kept with dates of the check and the name of the individual who made the check on the Single Central Register. Any copies of DBS provided by employees **should only be kept for as long as is needed and never longer than 6 months** as these documents are used for the recruitment decision only. All documents used for pre-employment checks should be filed on the individual's HR/personal file. Photocopied documents should be certified as a true copy and signed and dated.

28.2 BPET provides a 'Safer Recruitment Guidelines and Checklist' document to support the safer recruitment process in schools, as outlined in this policy. The checklist serves as a record of the checks completed throughout the recruitment process and is to be maintained at the front of the employee's personnel file. This document is included as Appendix F.

29 Post Appointment Induction

29.1 Safer Recruitment doesn't end once an employee starts.It is a statutory requirement under KCSIE that all staff who are working with children read Part One and Annex B of Keeping Children Safe in Education (KCSIE) in full. In accordance with KCSIE 2026, the school ensures that all staff, including those who do not work directly with children, read Part One of Keeping Children Safe in Education (KCSIE) in full, condensed summaries or shortened versions are no longer legally permitted for any category of staff. Pursuant to the EYFS Statutory Framework, this mandatory reading must be completed and visually recorded on the Single Central Record (SCR) before any member of staff or volunteer commences work or induction within the Early Years Foundation Stage (EYFS) provision.BPET will run an induction programme for all new staff and volunteers in all our schools. This will include:

29.1.1 Policies and procedures in relation to safeguarding and promoting welfare, child protection, mental health, behaviour, anti-bullying, anti-racism, physical intervention and restraint, equal opportunities and internet

xxx

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29.1.2 Safety and any local child protection/safeguarding procedures including awareness of signs of abuse and neglect and dealing with low-level concerns.

29.1.3 This includes explicitly training all staff to recognise and report any allegations of harm or abuse regarding individuals living or working on the premises.

29.1.4 Staff Code of Conduct: safe practice and the standards of conduct and behaviour expected of staff and children.

29.1.5 How and with whom any concerns should be raised including details of the designated safeguarding lead and deputies and their roles.

29.1.6 Details of the school's provision for online safety and the acceptable use of ICT, including and understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring

29.1.7 Other relevant personnel procedures e.g. disciplinary, capability and whistleblowing

29.1.8 Training in child protection procedures and safer recruitment will be given, including in the Prevent Duty

29.1.9 Health and Safety, first aid and fire safety procedures, including evacuation procedures

29.1.10 The safeguarding response to children who go missing from or are absent from education.

29.2 The purpose is to:

29.2.1 provide training and information about the school's policies and procedures;

29.2.2 support individuals in a way that is appropriate for the role for which they have been engaged;

29.2.3 confirm the conduct expected of staff within the school;

29.2.4 provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and

29.2.5 to enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

29.3 In addition, all staff will receive regular safeguarding and child protection updates for example through emails, staff meetings and INSET days.

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Headteacher

Name of business/ Business address / Date

Dear XXX

29.4 Contractors will also be required to receive safeguarding training, either through BPET or other agencies and proof of attendance is required.

30 Maintaining a Safer Culture

30.1 BPET will:

30.1.1 Maintain a clear written statement of the standards of behaviour and boundaries of appropriate behaviour expected of staff and children and ensure it is understood and endorsed by all

30.1.2 Ensure appropriate induction and Safer Recruitment training

30.1.3 Ensure all staff receive safeguarding and child protection (including online safety) updates, for example, via email and staff meetings, as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively

30.1.4 Offer regular briefings and discussion of relevant issues

31 Monitoring Staff Turnover

31.1 BPET will monitor both the recruitment process and induction arrangements by monitoring the following:

31.1.1 Staff turnover and reasons for leaving

31.1.2 Exit interviews

31.1.3 Attendance of new recruits at child protection training

32 Breaches of the policy

32.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

32.2 Any complaint in relation to this policy, including its application will be managed through the BPET's complaints policy (for parents) or grievance policy (for existing employees).

33 Record keeping and data protection

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by BPET in line with our Job Applicant Privacy Notice, our Staff

xxx

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Privacy Notice (for appointed candidates), Information and Records Retention Policy and in line with the requirements of Data Protection Legislation.

34 Approval by Bellevue Place Education Trust Board

34.1 This policy has been formally approved and adopted by the BPET Board. The Trust will review this policy annually.

35 Monitoring and Evaluation

35.1 BPET will review this policy statement annually and update it in consultation with key staff, in line with current best practice as s/he considers necessary.

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

Appendix A: Taken from Keeping Children Safe in Education

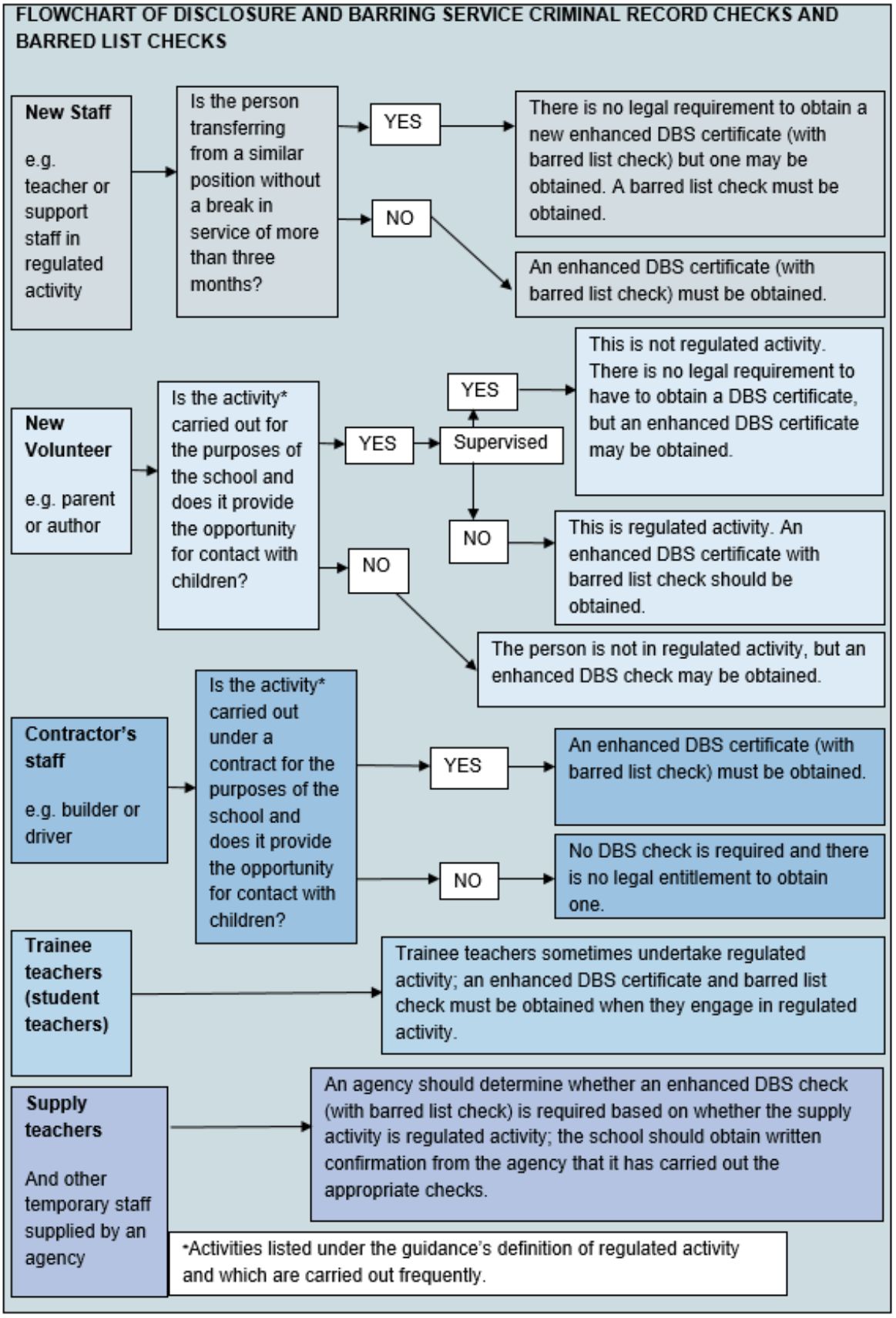
Bellevue Place
EDUCATION TRUST

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX



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Headteacher

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Appendix B: BPET DBS Risk Assessment Checklist

This document enables the school to consider the three requirements related to considering whether a member of staff can start work prior to the DBS certificate having been seen by the school. The risk assessment should be completed to calculate whether to allow a new member of staff to start work before a new DBS certificate has been and the level of supervision which is required in such circumstances.

Name of Person .....

Role .....

Interview Date .....

Proposed Start Date .....

DBS Check application date .....

[The person must not start without a DBS application having been submitted]

Is the person in 'Regulated' Activity? Yes ☐ No ☐

Is this role within the Early Years Foundation Stage (EYFS) Provision? Yes ☐ No ☐

(If YES, this Risk Assessment is VOID. The individual CANNOT start work or induction under any tier of supervision until the full Enhanced DBS certificate is physically verified.)

1. Starting work prior to DBS Certificate being seen

Reason for proposing starting before seeing a new DBS Check

¨ Continuity of the school's provision to pupils

¨ Other (please state) .....

Known Information

All the following checks, as required for the post and must have been satisfactorily completed (tick or mark as N/A as appropriate)

□ Identity check (photographic) [Essential]
□ Verification of current address [Essential]
□ Barred list check (if legally appropriate) [Essential]

xxx

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- ◻ Prohibition checks (for those doing teaching work; including Prohibition from Management, if applicable) [Essential]
- ◻ Overseas checks (where relevant) if an applicant has lived or worked overseas for more than three months in the last five years an overseas police check is required.
- ◻ For teaching positions, a letter of professional standing from the professional regulating authority in the country where the applicant worked.
- ◻ Right to Work in the UK [Essential]
- ◻ Confirmation of qualifications [Essential]
- ◻ Two references [Essential]
- ◻ Online search conducted [Essential]
- ◻ Declaration of Medical Fitness (application form)
- ◻ Declaration that the candidate is not disqualified, from working in childcare (where relevant)
- ◻ Employment History

  Any other information (please state) ……

  ……

Previous DBS Certificate

If the person has a previous DBS, on what date was it issued? ……

When was the person's last day at work in their previous school or college? ……

……

If the person has a DBS certificate from the previous school or college and the proposed start date and the last day of employment at the previous school or college are less than three months apart, then a new Enhanced DBS check is not required in law, although it is expected as best practice. Therefore, providing there is sufficient other information, the person could be assessed to be of low risk.

Please complete the Bellevue template for a Risk Assessment of a new starter prior to the return of the DBS certificate, attach it to this document and keep the documents as evidence in the new person's personnel file.

Summary of factors leading to decision

……

……

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

.....

If this risk assessment is for a member of staff or volunteer in Nursery or Reception, STOP HERE. Do not tick any options below. This form is VOID for EYFS personnel. They cannot start work or induction under any level of supervision until their physical Enhanced DBS certificate is on-site and verified.

Decision (tick to indicate selected option)

High Risk – Example: Person **should not** be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above. A candidate whose work involves mainly one-to-one tuition may also be considered as high risk

¨ **Medium Risk** – option (a)

¨ **Medium Risk** – option (b)

Example: Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be (a) supervised at all times and **should not** undertake 1:1 work, personal care activities or residential visits. The unchecked person must always be 'within sight and hearing' of a supervising person with an Enhanced DBS check; or (b) mostly supervised and **should not** undertake 1:1 work, personal care activities or residential visits. The unchecked person must mostly be 'within sight and hearing' of a supervising person with an Enhanced DBS check, but may from time to time, for example teach a group of children in an adjacent room or break-out space.

¨ **Low Risk** – Example: Person may start work, without additional supervision, already holding an Enhanced DBS check <u>and</u> there is no break in service of three months or more <u>and</u> all other checks have been satisfactorily completed.

2. Supervision Agreement and Authorisation

EYFS Check: By signing below, the Headteacher confirms this role is NOT within the EYFS provision.

Signatures:

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

Supervising Person		Date	
Person under Supervision		Date	
Headteacher		Date	

3. Review of the Supervision Arrangement

It is a requirement that these arrangements are reviewed by the head with a frequency of not less than every 2 weeks (weekly is recommended). This table should be completed to annotate each review

Date of review	Notes on Review meeting	Head's initials

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

Appendix C: Letter to External Suppliers

School Headed paper

Dear ,

I am writing to you as part of our safeguarding procedures to seek confirmation that you have carried out the necessary safeguarding checks on any of your employees who will be visiting/working in our schools. The safeguarding checks are a requirement under the legislation "Keeping Children Safe in Education" and we, as the client, have a legal obligation to ensure that certain safeguarding checks are carried out by contractors on their employees working or visiting our schools.

In order to comply with safer recruitment requirements, we are required to receive confirmation from all businesses whose employees work at School or with pupils from the school, that they were appointed in accordance with correct safer recruitment procedures. I should be grateful, therefore, if you would complete the letter below, sign it and return it to me for our records.

We are required to ensure that no adults who work with our children are disqualified from working with children under the terms of the Childcare (Disqualification) Regulations 2009. I should be grateful if you could also confirm this by returning the letter below.

I also need to receive your confirmation that you will inform me of any declared offences arising from CRB/DBS checks on your employees who may be due to work at the school. The Headteacher will then need to decide whether it is appropriate for them to work with us. The letter below also covers this requirement.

BPET is committed to providing a safe and dignified work environment for all employees, regardless of gender, race, ethnicity, sexual orientation, disability, religion, or any other aspect of their identity. All employees are responsible for conducting themselves in a professional and inclusive manner, and disciplinary action will be taken in situations where an employee's behaviour violates this expectation. We would therefore expect any contractors to follow our Equality, Diversity and Inclusion Policy (Copy enclosed). I would be grateful if you could please provide details of any relevant training that staff working in our school have attended.

<u>Important Safeguarding Notice for our Early Years Settings (Nursery & Reception)</u>

To help us fully protect our youngest pupils and meet strict statutory EYFS requirements, we kindly ask that all Enhanced DBS certificates are completely finalised and in hand before any supply staff, student teachers, or third-party contractors begin work in our Early Years settings.

Because we cannot allow adults into Nursery or Reception with a "pending" check—even under supervision or with written agency assurances—we will need the full certificate number and issue date provided to us in advance.

Bellevue Place
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xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

Many thanks in anticipation of your help.

Yours sincerely

Following the request in your letter of **[Date]**, I am writing to confirm that all employees of XXX who work at **[School Name]**, or with children who attend the school, were appointed in accordance with statutory safer recruitment procedures.

Specifically, the required checks were successfully undertaken in respect of identity, employment history, references, qualifications, online searches, overseas checks (where required), prohibition from teaching checks (if undertaking teaching work and appointed on or since 1st April 2012), section 128 prohibition from management checks (if applicable), and right to work in the UK. All personnel have completed a declaration of medical fitness, and an Enhanced DBS certificate with a Children's Barred List check has been received. For any staff who have lived or worked overseas, a relevant overseas police check has been obtained where applicable. Furthermore, for any staff who have undertaken teaching work overseas, a letter of professional standing has been secured from the professional regulating authority in the country where the applicant worked.

I also confirm that, in accordance with the **Childcare Act 2006** and the **Childcare (Disqualification) Regulations 2018** (which revoked and replaced the Childcare (Disqualification) Regulations 2009), none of our employees to whom these regulations apply are disqualified from working with children under the terms of the legislation.

The following is a list of relevant employees who work or are likely to work with children at the school, together with their DBS certificate number and the date their disqualification self-declaration was completed:

Name	**DBS Number**	**Date of check /Seen by**	**Right to work in UK /Date /Seen by**	**Two References / Date / Seen by**	**Employment history /Checked by**

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

I understand that if I need to assign a different employee to work at **[School Name]** who has not worked at the school before, I will only use an employee who has successfully cleared all the checks listed above. I will also notify the school in advance of any change. I will advise the employee that they must bring proof of identity (including photo ID and proof of address) on their first day at the school.

I also understand that I must immediately inform the Headteacher at **[School Name]** if any DBS check on an employee assigned to the school reveals a criminal offence. The Headteacher will then decide whether it is appropriate for that person to work at the school.

I can also confirm that the staff listed above have completed Diversity, Equality, and Inclusion (DEI) training. Furthermore, I have provided all relevant staff with a copy of BPET's **Safeguarding and Child Protection Policy,** and they have confirmed they have read and understood it.

Yours sincerely

For and on behalf of xxx

Appendix D: Disqualification from Childcare information

This information is to make you aware of your obligations relating to disqualification under the Childcare Act 2006 which came into force in schools and academies in late 2014.

Your role within our school has been identified as one which the disqualification declaration applies to.

So, what does this mean in practice?

We need to make you aware that there are certain things that may mean that you are automatically disqualified from providing childcare (affecting your role within this school) by you having committed a disqualifiable offence or a disqualifying event. These broadly fall into the four below categories:

1 Convictions or cautions for certain violent or sexual offences.

2 Grounds relating to the care of children, including being subject to a court order.

3 Having registration for childcare refused or cancelled.

4 Committing an offence overseas which would result in disqualification in the United Kingdom.

Ofsted have provided a list of disqualifiable offences/events in tables A & B.

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

You need to read through this and report to the Head without delay if there is anything to declare under the disqualification guidance. It is only the offences/events on this list that we require you to declare. If you are unsure if a specific offence/event is applicable after reading the Ofsted lists, then please let us know so that we can advise you appropriately.

You should also be aware that from this point forward if your circumstances change relating to the disqualification guidance, you are obligated to inform the headteacher of this without delay.

You will be required to sign the BPET self-declaration form (below) to confirm that you are clear relating to your obligations regarding disclosure pertaining to Disqualification under the Child Care Act 2016, so please do make sure that you ask any questions that you are unclear on. If you wish to do this, please speak with the Head in person.

If you require additional information or help with any aspect of this, then contact the Head of People or please let the Head know so that we can take advice from our HR provider on your behalf.

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

Appendix E:Disqualification from Childcare Self-Declaration Form

Childcare (Disqualification) Regulations 2018

For adults who work in, or are involved in the management of: (i) Early Years Foundation Stage (EYFS) provision (including nursery and reception classes), or (ii) out-of-hours care (such as breakfast and after-school clubs) provided by the school for children under the age of 8.

The school is required by law to ensure that no adults work at the school, or with children who attend the school, who are personally disqualified from working with children under the terms of **The Childcare (Disqualification) Regulations 2018**.

Please note that **"Disqualification by Association" does not apply to staff in school settings**. You are only required to provide a declaration regarding your own personal record. You do not need to provide details about any protected cautions or protected convictions that are subject to statutory DBS filtering rules.

For further information regarding the specific offences and orders that trigger a disqualification, please refer to the active statutory guidance available on the Gov.uk Disqualification Under the Childcare Act 2006 Portal.

Please complete this self-declaration below to confirm that you are not personally disqualified under these regulations.

Name _____ Date: _____

Position: _____

1. I confirm that I am not personally disqualified from working with children under the terms of **The Childcare (Disqualification) Regulations 2018**.

Signed _____

2. I confirm that the information I have provided on this form is true to the best of my knowledge. I understand that if my circumstances change in a manner relevant to this

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

legislation during my employment or voluntary work at the school, I must immediately notify the Headteacher.

Signed _____

3. If You Cannot Sign the Declaration Above

If you are unable to confirm the statements above, please use the space below to provide details (e.g., specific orders, restrictions, relevant convictions, or cautions). You may alternatively provide this information in a sealed envelope addressed directly to the Headteacher.

_____

Appendix F: Safer Recruitment Guidelines and Checklist

Name of applicant:		
Pre-interview:	**Initials**	**Date**
Planning - Timetable		
Vacancy advertised		
Applications Scrutinised on receipt		
Short-list prepared		
Online search conducted		
Criminal Record Self-declaration		
References (professional and character) requested		
References Checked -on receipt 1. 2.		

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Headteacher

Name of business/ Business address / Date

Dear XXX

Invitation to interview		
Interview arrangements		
Face to Face Interview		
Verification of identity, qualifications and DBS documentation		
Conditional offer of appointment:		
Identity		
Qualifications		
Right to work in UK		
DBS certificate		
DBS Barred list		
Overseas Check - 3 months in last 5 years lived/worked aboard		
Letter of Professional Standing		
Health: 1. application form		
2. Occupational Health		
Prohibition from teaching		
Prohibition from Management Check		
Childcare Disqualification Regulations Self Declaration		
Qualified Teacher Status (QTS)		
Statutory ECT induction		
School Induction		
New Starter Form		
Pension Form		
P45		
Emergency Contact Details		

FINAL CONFIRMATIONS

I confirm that all the required appointment checks have been completed and have been entered in the single central register.

Signed _____ Headteacher

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

I confirm that the initial stage of induction (prior to starting work) has been completed and this member of staff has signed to confirm that he/she has read and understands all the policies, as required at induction. **Signed _____ Headteacher**
No person may start work or volunteering with the school until the Headteacher has signed this form to confirm that all the required recruitment checks and procedures have been successfully completed.
NOTES
Pre-interview:
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.
Vacancy advertised (where appropriate) Advertisement includes statement on school's commitment to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked. The safeguarding responsibilities of the post; and whether the role is exempt from ROA and therefore that certain spent convictions and cautions are protected and are not subject to disclosure.
***Applications on receipt** - Scrutinised - any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing.
Short-list prepared
Online Search (Short-listed applicants only) Statutory guidance **Keeping Children Safe in Education (KCSIE)** states that schools should consider online searches as part of their due diligence checks on shortlisted candidates. If any issues arise as part of this search, these should be discussed at interview.
Criminal Record Self-declaration (Short listed applicants only) Prior to interview, contact shortlisted candidates to ask them to complete the school's Criminal Record self-declaration of their criminal record and/or information that would make them unsuitable to work with children. The form includes confirmation that the candidate is not on the children's barred list or prohibited from carrying out teaching work in schools and colleges. **This information should not be requested prior to shortlisting,** except using the standard text provided by the DBS filtering website, on the job application form. Applicants should be asked to sign a declaration confirming 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 point of interview.

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Headteacher

Name of business/ Business address / Date

Dear XXX

***References (professional and character) – seeking** Sought directly from referee on short-listed candidates, preferably prior to interview*; references should always be obtained from the current employer, if there is no current employer, verification of the most recent period of employment and reasons for leaving should be obtained. Where the proposed employment involves working with children, if the current employment does not involve working with children, a reference should be sought from the candidate's previous employment with children. References should be from a senior person with the 'appropriate authority'. If the referee is "school or college based", the reference should be confirmed by the Headteacher/principal as accurate in respect to disciplinary investigations. Information provided directly by the candidate should be verified. The school should verify that electronic references originate from a legitimate source. The request for a reference should seek confirmation of the dates of employment and ask the specific recommended questions, including on suitability and include statement about liability for accuracy. Further information can be found on ACAS website here. acas.org.uk * If a candidate requests that a referee is not contacted prior to interview, the school should give consideration to accepting this request and also evaluate whether the reasons for such a request are positive.
***References - on receipt** - Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible). References must have been obtained before work starts. However, if a reference is delayed, a telephone reference can bridge the gap. The school must obtain the name and position of the person giving the reference, make notes on the call and follow it up by receiving written confirmation.
Invitation to interview - Includes all relevant information and instructions
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards At least one person involved in the interviews holds a current safer recruitment qualification.
Face to Face Interview - Explores applicants' suitability for work with children as well as for the post. Ensure use of structured questions and focussing on suitability to work with children. Areas of a candidate's responses that may be "concerning and lead to further probing" are highlighted as follows: ● 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 Also discuss any issues that have come up from the online search (if undertaken), references and criminal conviction declaration form.
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken, verified and placed on file; where appropriate applicant completed application for DBS disclosure.

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xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

***Conditional offer of appointment:** pre-appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks pre-appointment checks and, if relevant, a probationary period.
***References (professional and character):** (if not obtained and scrutinised previously)
***Identity** (if that could not be verified at interview)
***Qualifications** (if not verified on the day of interview) The qualifications to be verified are: ● all qualifications required by the post (eg in the job spec) ● all relevant qualifications declared by the candidate.
***Right to work in UK** Obtain a copy of the applicant's birth certificate (where available) and passport (or adoption certificate if the applicant does not have a passport) and add to personnel file.
***DBS certificate** - where appropriate satisfactory DBS certificate received
***DBS Barred list** - person is not prohibited from taking up the post. See guidance notes relating to circumstances when this check needs to be obtained separately from the DBS check. Note: The school is entitled to undertake a barred list check only if the appointed person will be engaged in regulated activity.
***Overseas Check** - Include an overseas check equivalent to the DBS check for staff appointed directly from overseas, for each country they have lived or worked in since last working in the UK (including staff from the EU).
***Letter of Professional Standing –** to be obtained for any new appointment who has undertaken teaching work outside the UK. - Since 1/1/2021 Applying this check worldwide, obtain from the applicant a Letter of Professional Standing from the relevant overseas Teacher Regulation body
***Health** - the candidate is physically and medically fit for the post as described in the specification. There is provision for candidates to make this declaration on the BPET template for a job application form. An occupational health assessment is also required, for the successful candidate only.
***Prohibition** - (for posts involving teaching work) the teacher has not been included in the prohibition list or interim prohibition list
***Prohibition from Management Check (S128)** - applies to members of the proprietor body including governors/LAB members, head teacher, teaching positions on the senior leadership team and any teaching positions which carry a department headship. Since May 2018 this is also required for internal promotions to management.
***Childcare Disqualification Regulations Self Declaration -** to obtain for those required.
***Qualified Teacher Status (QTS)** - (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body
***Statutory NQT/ECT induction** (for teachers who obtained QTS after 7 May 1999)

xxx

Headteacher

Name of business/ Business address / Date

Dear XXX

***School Induction** (refer to the BPET Induction Policy and Checklist and annotate here when the induction checklist is complete). To cover all induction requirements stipulated by ISSRs, EYFS requirements, NMS and KCSIE, including **Child Protection training**, Diversity, Equality & Inclusion Policy, Health and Safety, first aid and fire procedures, Safe Working Practice, staff code of conduct, whistleblowing, the role of the DSL, evacuation routines and the reading and understanding of required policies etc.