City Junior School

CITY OF LONDON SCHOOL FOR GIRLS

City of London School

The City Schools are proud to be part of the **City of London Corporation**

The City Schools Recruitment Policy

0. Review of Policy

0.1 This policy is reviewed annually, or more regularly as required, prior to approval by governors.

Last reviewed by:	Mark Wardrop (Senior Deputy Head, CLS), Justine Venditti (Senior Deputy Head, CLSG), Lucy Szemerenyi (Deputy Head, CJS), John Hall (Chief Operating Officer, The City Schools), & Katie Kerr, Director of People, The City Schools)
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Approved by:	Board of Governors
Date:	5th December 2025
Date of next review	November 2026

1. Introduction

1.1 City of London School (CLS), City of London School for Girls (CLSG) and City Junior School (CJS) ("The City Schools") are committed to providing the best possible care and education to their pupils and to safeguarding and promoting the welfare of children and young people.

1.2 The City Schools are also committed to providing a supportive and flexible working environment for all their staff. The City Schools recognise that to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

1.3 This policy should be read in conjunction with:

- Each individual School's Safeguarding and Child Protection Policy

- The City of London Corporation's Code of Conduct (and Code of Conduct for Teachers)
- The City of London Corporation's Whistleblowing Procedure

1.4 This policy has been drawn up in line with Part 3 (Welfare, health and safety of pupils), Paragraph 7 (Safeguarding) and Part 4 (Suitability of staff, supply staff and proprietors), Paragraphs 18 (Appointment of staff), 19 (Appointment of supply staff), Paragraph 20 (The chair of a body of persons; and member of a body of persons, not including the chair) and Paragraph 21 (SCR contents for staff; supply staff; and proprietors) of the Independent Schools Standards Regulations and has been updated in accordance with Part 3 (Safer Recruitment) of the Department for Education (DfE)'s Keeping Children Safe in Education: statutory guidance for schools and colleges (September 2025).

2. The aims of this policy

2.1 *Keeping Children Safe in Education: statutory guidance for schools and colleges (September 2025) states:*

"It is vital that as part of their whole school or college approach to safeguarding governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges."

2.2 Through the implementation of this policy, The City Schools aim to ensure:

- that the best possible staff are recruited based on their merits, abilities, and suitability for the position.
- that all applicants are considered equitably and consistently.
- that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability, age, pregnancy or maternity, or gender reassignment.
- that The City Schools create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject, or identify people who might abuse children.
- that The City Schools meet their commitments to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- compliance with all relevant recommendations and guidance including the recommendations of the DfE in *Safeguarding Children and Safer Recruitment in Education* and the code of practice published by the Disclosure and Barring Service (DBS).

3. Recruitment Process

3.1 The recruitment process is designed to ensure the suitability of persons appointed as members of staff at The City Schools, such that:

- No such person is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that person is or will be engaging in activity which is regulated activity within the meeting of Part 1 of Schedule 4 to that Act.
- No such person carries out work, or intends to carry out work, at The City Schools in contravention of a prohibition order, or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any disqualification, prohibition or restriction which takes effect as if contained in either such direction.
- The City Schools carry out appropriate checks (which must be completed before a person's appointment) to confirm in respect of each such person the person's identity, medical fitness, right to work in the UK and, where appropriate, the person's qualifications.
- Where relevant, an enhanced criminal record check is made in respect of that person and an enhanced criminal record certificate is obtained before, or as soon as practicable after, that person's appointment.
- Further checks will be made as and when deemed appropriate by the City Schools in the case of any person for whom, by reason of that person living or having lived outside the UK, obtaining such a certificate is not sufficient to establish the person's suitability to work in a school.

3.1.1 **Advertising**

All posts are advertised clearly stating that they are exempt from the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (as amended in 2013 and 2020) and that as part of the selection process the successful applicant will be required to obtain a Disclosure and Barring Service enhanced check. The School's safeguarding statement is also included in all job advertisements[1]:

"The City Schools (or the named individual school) are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service."

3.1.2 **Recruitment Personnel**

When a position becomes vacant the recruiting manager, in collaboration with the City Schools' HR Department, will undertake procedures to ensure a safe and successful appointment. A member of staff with appropriate Safer Recruitment training will be involved in the Selection Panel for **all** appointments[2]. Safer recruitment training is undertaken by The City Schools' HR Department, all members of the Senior Management/Leadership Team (SMT/SLT) and other staff as required. Safer recruitment training is refreshed on a three yearly basis.

[1] As displayed in recruitment information, including job adverts and application forms.

[2] The School Staffing (England) Regulations (2009) require governing bodies of maintained schools to ensure that at least one of the persons who conducts an interview has completed safer recruitment training; the School also operates in line with this requirement.

3.1.3 **For the recruitment of Teaching Staff**
The Head, assisted by SMT/SLT and the appropriate Head of Department, will lead on the recruitment process.

3.1.4 **For the recruitment of Professional Services Staff**
The Head of Department, assisted by HR, and the COO or other members of the SMT/SLT (if required), will lead on the recruitment process.

3.2 **Application Form**
The application form used by The City Schools clearly states that posts are exempt from the Rehabilitation of Offenders Act. All applicants are required to complete the form as fully and effectively as possible to ensure that the Selection Panel receives consistent and equal information from all applicants.

The application form requires the applicant's full name and any previous name and date of birth. It also requires the applicant's full education, employment, volunteering, and other history **with no unexplained gaps**. Reasons for leaving all previous posts are requested. All applicants must provide the names of two referees including the current or most recent employer and are advised that the school will request references for shortlisted candidates ahead of the interview. Candidates have the option to withhold their consent to the reference for the current employer at this stage. CVs are not accepted as an alternative to the application form, but details of previous employment and training may be submitted on separate pages to aid completion.

3.3 **Job Description, Person Specification and School / Department Information**
These contain the individual school's safeguarding statement and state clearly the need for an enhanced DBS check with children's barred list. The job description lists the main responsibilities and duties of the position, which the successful applicant will undertake and refers to the responsibility for safeguarding and promoting the welfare of children. Person Specifications generally outline the skills, experience and qualifications The City Schools are looking for and include specific reference to suitability to work with children. The documents also include information about the relevant School or The City Schools as a collective and the specific department.

3.4 Selection of candidates and short-listing

3.4.1 All application forms received, including those from internal candidates, will be read carefully and considered independently by the recruiting manager and/or Selection Panel, and a short list drawn up.

3.4.2 Notes on shortlisting decisions are retained in the HR Department for 12 months.

3.4.3 Shortlisted candidates will be asked to complete a self-declaration of their criminal record, which requests information on whether they are suitable to work with children. They will be expected to return this ahead of their interview.

3.4.4 HR will perform online searches on all shortlisted candidates ahead of their interview following receipt of consent from the candidate. The searches (including social media) are conducted to identify any information that may indicate a risk to children's safety or school reputation, in line with KCSIE 2025.

3.5 **Interview**

3.5.1 In most cases, The City Schools' HR Department will co-ordinate interviews and liaise directly with the interview panel and short-listed applicants. Usually the City Schools' HR Department contacts candidates regarding the practical arrangements for the interview visit and, where necessary, Heads of Department may contact candidates to discuss further the lesson(s) they will be required to teach or explain any additional selection tasks.

As an exception, at CLS the Director of Studies coordinates all teaching interviews and liaises directly with SMT, Heads of Department, HR and short-listed applicants. Heads of Department may contact candidates to discuss the lesson(s) they will be required to teach. HR staff contact candidates regarding the practical arrangements of the interview visit.

3.5.2 Prior to the interview, candidates will be informed that:

- proof of ID, right to work in the UK, address and qualification certificates or transcripts, must be brought in on the interview day.
- references will be requested before the interview, including making contact with the School at which the applicant last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving).
- a criminal record self-disclosure form must be completed and returned.
- an online search will be carried out.
- all pre-employment checks must be completed before an appointment can be confirmed.
- the interview panel will ensure that any discrepancies and anomalies are scrutinised during the interview process, including accounting for any gaps in education and employment or any concerns raised from online checks (see *Previous Employment History* section below).
- the interview panel will explore the candidates' suitability to work with children.

3.5.3 Prior to interview:

- unless permission has been withheld by the candidate, referees will be contacted, and references obtained after shortlisting and before the interview. Where relevant, candidates will be asked about issues arising from the references at the interview or prior to an offer being made.
- where a reference or references are not available prior to the interview, they will be obtained as soon as possible, and before commencing in role, for any

candidate under consideration of an offer or to whom a conditional offer is made.

- candidates will be asked to complete a form disclosing any convictions, spent and unspent and answering several other questions relating to suitability to work with children.
- on the day of the interview candidates will be asked to sign their application form.

3.5.4 During the interview:

During the interview, candidates will be asked questions to test their knowledge, skills, experience, and approach to the role. All candidates will be asked questions about working in schools and safeguarding. The application form, any unexplained gaps, time spent overseas, and the disclosure form will be explored during the interview as necessary.

3.5.5 **Following the interview:**

Notes taken at the interview and in the Decision Meeting will be dated and retained on file by the HR Department. Notes taken regarding unsuccessful candidates are retained for 12 months. Feedback is available to all candidates after interview.

3.6 **Recruitment Checks**

The following checks are required for all staff prior to their start date. New checks or additional checks may also be required for changing roles or promotion within the school. These checks also apply to others delivering services in The City Schools as required in part 3 of KCSIE 2025. Recruitment checks are recorded on the Single Central Register in accordance with KCSIE 2025. The SCR is subject to audit and verification by members of the senior management team and governors from each of the schools.

3.6.1 **Barred List and Prohibition from Teaching checks**

A Barred List check is required for all new appointments across The City Schools. This is normally conducted as part of a DBS check (see below), but a separate barred list check must be undertaken in the event that:

- a new enhanced disclosure with barring information is required but is not received in advance of a member of staff starting work in regulated activity.
- a pre-existing enhanced DBS check with barred list check which is not registered on the DBS update service is accepted under the 'three-month rule' for a member of staff starting work in regulated activity.
- a pre-existing enhanced DBS check without barring information is accepted from a candidate who has subscribed to the DBS update service.

Teaching Staff appointments will be subject to checks by HR to determine that they are not subject to a prohibition order issued by the Secretary of State, or other similar sanction or restriction imposed as a teacher.

3.6.2 **DBS Disclosure**[3]

[3] Reference is made to the 'Flowchart of Disclosure and Barring Services Criminal record checks and barred list checks' in the DfE's *Keeping Children Safe in Education*.

An enhanced criminal records check ('DBS check') is required for all new appointments. This includes volunteers and School Governors (see below). DBS checks are carried out by the HR Department across The City Schools. Checks may also be completed by the City of London Corporation HR Team. All new DBS checks are registered with the DBS update service to allow periodic rechecking. During employment with the School, all staff are required to declare any convictions, cautions or reprimands, warnings, or bind-overs.

If the disclosure is delayed (such that the DBS certificate has been applied for but is not available before a person starts work in regulated activity), the Head, or in their absence, the Senior Deputy Head, Chief Operating Officer or Director of People, may allow the member of staff to commence work subject to the following pre-conditions:

- a satisfactory check of the Barred List has been completed
- all other relevant checks have been completed satisfactorily
- it is done without the School confirming the appointment
- appropriate safeguards have been put in place, as determined by a risk assessment, which have been clearly communicated to the member of staff and line manager and which will be regularly reviewed (until such time as the DBS certificate is available; see below). A copy of any such risk assessment will be retained by HR staff.

Note: Guidance on risk assessment criteria, together with the Risk Assessment pro-forma which must be completed and signed off by the Head before a person starts work, is provided at the end of this document. If the risk is assessed at 'Medium' or 'High', the person should not start work until all checks have been completed. The risk assessment should be reviewed every two weeks during term time or when pupils are in school, and re-signed (where required) until all checks are satisfactorily completed. If, at any stage, the new member of staff's behaviour is of concern, or the protection measures are not able to be implemented or sustained, then the permission to work must be withdrawn until such time as all other checks are satisfactorily completed. HR must be informed if there are any concerns.

3.6.3 **Identity Checks**

All candidates must provide evidence of their identity and prove their right to live and work in the UK. They must bring to their interview (or, when requested, immediately thereafter) proof of identity and National Insurance number (if available). Acceptable proofs of identity include a British passport, birth certificate or a passport / identity card issued by an EEA country or a passport from another country that contains a valid Visa / Permit, and acceptable proofs of NI number include an NI card or recent P60/P45. Birth certificates are requested and seen where possible. Further right to work checks are completed as necessary.

Applicants are also required to provide proof of address (such as a utility bill, bank statement or similar) on the interview day (or, where agreed, immediately thereafter).

Applicants who are unable to bring their proof of identity and address to interview must do so before taking on any appointment and before the appointment is confirmed across The City Schools.

3.6.4 **Medical Fitness**

All successful applicants are required to complete a medical questionnaire or medical declaration form to ensure the appropriate level of physical and mental fitness before any offer of appointment is confirmed. The City Schools will normally require appointed Teaching Staff and Professional Services Staff to complete a medical questionnaire which is reviewed by Occupational Health. A medical declaration may be used where the questionnaire has not been assessed by Occupational Health prior to the start date or for roles where a full medical evaluation by Occupational Health is not required. (Also see *Equal Opportunities* below.)

3.6.5 **Previous Employment History**

Complete information about previous education and employment must be provided along with satisfactory explanations for any gaps in employment. The City Schools will require applicants to explain at the interview any employment gaps apparent from their application form.

3.6.6 **References**

Two professional references must be provided, one of which will be from the candidate's current (or most recent) employer. **Where a candidate has previously worked in a school, but this was not the most recent employer a reference should also be sought from the school concerned**. This reference should be provided by the Head or other suitable person with knowledge of disciplinary and safeguarding issues or verified by the Head or other suitable person. References should always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision. Any discrepancies or anomalies must be followed up. References must be verified, usually by direct contact by telephone. References must include specific responses to questions about the candidate's suitability to work with children. If a verbal reference is taken then notes are taken, dated, and signed and filed.

Where it is not possible to obtain two professional references due to the candidate's previous work history, discretion may be used in determining appropriate referees. Questions about safeguarding should be asked regardless of the context of the reference.

Any information provided through references concerning past disciplinary action that are disclosed should be considered carefully when assessing the applicant's suitability for the post.

No person may start work without two references acceptable to the school having been received.

3.6.7 **References for internal appointments**

References and/or confirmation of suitability should also be obtained for recruitment for internal positions (where an existing member of staff applies for a role or position within/across The City Schools) and particularly for promotions. Typically, information will be sought from the member of staff's line manager and a

second one from a senior member of the teaching staff. A standard form is provided by HR for use as required.

3.6.8 **Qualification Requirements**

Applicants must be able to demonstrate they have obtained any academic or vocational qualifications relevant to the post and claimed by them in their application form and which were taken into account when making the appointment. Applicants will be asked to provide original certificates or transcripts of these when attending the interview. Applicants who are unable to bring these to the interview must do so before taking up an appointment and before the appointment is confirmed. Discretion may be used for qualifications gained many years previously where the evidence is not available, but a subsequent work history and experience are considered sufficient. Appointees who have not received their qualifications at the time of starting in role are asked to bring confirmation on receipt.

3.6.9 **Suitability checks for applicants who have lived or worked outside the UK**

If, because of a person living or having lived outside of the UK, a DBS check is not considered sufficient to establish suitability to work in a school, The City Schools will carry out such further checks as deemed necessary, in line with relevant DfE and Home Office guidance.

Where the additional checks have not been received before the person is due to start work, they may be permitted to commence employment with a risk assessment in line with those for members of staff commending work before their DBS certificate has been received. The HR Department will be responsible for coordinating these checks, and for checking for evidence of permission to work.

All applicants (for any role) who have lived and worked in any country overseas for more than three months within 10 years of their application require the following checks:

- all the checks ~~as~~ for other staff (including an enhanced DBS check, even if the applicant has not previously been to the UK), plus
- any additional checks The City Schools consider appropriate: these additional checks could include, where available, a criminal records check for overseas applicants, in line with relevant DfE and Home Office guidance.
- for applicants for teaching roles, these additional checks could also include a letter of professional standing from the professional regulating authority (in the country/countries the applicant has worked) confirming they have not imposed sanctions or restrictions or are aware the applicant is unsuitable to teach where available. This will be assessed on a case-by-case basis by the Head and HR.
- Where a person is an overseas-qualified teacher, The City Schools will follow the Teaching Regulation Authority (TRA) guidance (1 January 2021) on requirements for overseas-qualified teachers and will ensure staff have the relevant qualifications.

Where this information is not available, The City Schools will seek alternative methods of checking suitability and / or undertake a risk assessment that supports informed decision-making on whether to proceed with the appointment.

The HR department will be responsible for coordinating these suitability checks, and for coordinating the checking for evidence of permission to work.

3.6.10 **Prohibition from management of independent school's check**

For appointments to management positions, including internal appointments, checks must be made to ensure that a section 128 direction have not been made by the Secretary of State, precluding that person from a management role.

Such management positions include:

- The Head
- All staff on the Senior Management Team
- Teaching positions with Head of Department responsibility
- Other senior management roles
- Proprietors (Governors see below)

3.6.11 **Disqualification from Childcare**

This is an additional requirement for those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care.

For staff who work in childcare provision, or who are directly concerned with the management of such provision, employers need to ensure that appropriate checks are carried out to ensure that the individuals are not disqualified under the Childcare Disqualification Regulations 2018. Details of any staff who meet these criteria are provided annually by the Head (CJS) and on appointment.

3.7 **Conditional Offer of Appointment**

The letter of appointment will make it clear that the offer is subject to satisfactory completion of the following:

- The receipt of two satisfactory written references, one of which must be from the candidate's current or most recent employer.
- A satisfactory medical assessment (and, if considered desirable, follow up examination by the Occupational Health Physician).
- Verification of the candidate's qualifications, where those are an essential requirement for the post.
- Proof of the candidate's right to work in the UK[4].
- Proof of address (e.g. a utility bill (not a mobile phone bill), dated within the past 3 months, or council tax bill dated within the last 12 months).
- A satisfactory Enhanced Disclosure and Barring Service and Children's Barred list check.
- Any additional checks required for teaching staff.
- Any additional checks required for management staff.

[4] The school is required to ask all applicants for this information under the Immigration, Asylum and Nationality Act 2006.

- And any additional checks the School considers appropriate for Teaching staff and overseas applicants (please refer to 3.6.9).
- Disqualification from childcare declaration where necessary.

4. Supply Staff and Trainee / Student teachers

4.1 When a Supply Agency is used to provide temporary Teaching Staff across The City Schools, the HR department will ensure that the agency supplies appropriate documentation giving details of all the checks that the agency has carried out on that person to ensure that they are suitable to work in their School. The documentation will be retained by HR staff. All supply teacher appointments will be overseen by the Head or a Deputy Head.

4.2 When a Supply Agency is used to provide temporary Professional Services Staff across The City Schools, the HR department will ensure that the agency supplies appropriate documentation giving details of all the checks that the agency has carried out on that person to ensure that they are suitable to work in the School where required. That documentation will be retained by HR staff.

4.3 Temporary Staff from a Supply Agency are required to show current photo ID when they arrive at the School. A copy will be retained by HR staff. The agency must confirm that an enhanced DBS certificate with barred list check has been obtained and shows no record. Where the certificate does include a record The City Schools must have sight of the original certificate before the person commences work to enable a decision to be made about suitability.

4.4 With trainee or student teachers who are in temporary positions across The City Schools, the member of the SMT with oversight of such persons (usually the Deputy/Assistant Head (Teaching and Innovation)) and HR staff will ensure that all necessary checks are completed or confirmation of the checks received from the education provider. In all cases ID must be provided on arrival and retained in HR.

5. Contractors and Third-Party Staff (Regular and Non-Regular)

5.3 When a contractor is used to provide a service across The City Schools through placements of third-party staff, HR will determine with the relevant Line Manager whether or not the contractor is defined as regular or irregular. HR will ensure that the contractor supplies appropriate documentation giving details of all the checks the contractor has carried out on that person to ensure they are suitable to work at the appropriate school. That documentation will be retained by HR staff.

5.4 The Contractors Clearance Protocol has been written in conjunction with the School's Recruitment Policy and this is available via the schools HR department.

5.5 Contractors in regulated activity are included on the SCR.

6. Governors (The Proprietor)

6.1 **DBS, Barred List and Prohibition checks for Governors**
The DBS maintains 'barred lists' of individuals who are unsuitable to work with children. Where barred list information is requested, and 'children's workforce independent schools' is specified in the parameters for that check, the certificate will also detail whether the applicant is subject to a direction made under section 128 of the Education and Skills Act (2008). Such a direction prohibits an individual from taking part in the management (including being a governor) of independent schools in England.

6.2 The City Schools, in conjunction with City of London Corporation Town Clerk's Department, perform all such checks as are required to confirm the suitability of governors ('the Proprietor', as described in Part 4, Paragraph 20 of the Independent Schools Standards Regulations).

7. Staff Induction and Training

7.1 **Safeguarding and Child Protection**
All appointed staff are provided with the following documents, and they are required to sign a register to confirm they have read and understood them:

- The Safeguarding and Child Protection Policy (including the Staff Safeguarding Code of Conduct) and the identity and role of the Designated Safeguarding Lead (DSL) and Deputy DSLs
- Part 1 of the DfE's Keeping Children Safe in Education
- The Staff Code of Conduct, including the Whistleblowing Procedure
- The relevant School's safeguarding response to children who go missing from education, including the Attendance & Registration and Pupil Supervision Policies
- The relevant School's Pupil Behaviour Policy (teaching staff only)
- The relevant School's Data Protection Policy (Employees)
- The relevant School's IT Policy for Staff
- The DfE's *What to do if you think a child is being abused*
- The relevant School's Health and Safety Policies
- The relevant School's Mental Health and Wellbeing Policy

Safeguarding and Child Protection is also covered in the induction training for all staff (including, where appropriate, an online child protection course), which includes the arrangements for Children Missing in Education.

7.2 Further guidance can be found in each school's induction policy available from the Staff Intranet or relevant Deputy Head.

8. Equal Opportunities

8.1 The City Schools promote employment practices designed to eliminate discrimination. All applicants are asked to complete equal opportunities monitoring on a voluntary basis.

8.2 The City Schools aim to ensure that:

- no applicant for a job receives less favourable treatment on the grounds of:
  - sex
  - age
  - disability
  - sexual orientation
  - gender reassignment
  - religion or belief
  - race (including colour, ethnic or national origins)
  - pregnancy and maternity
  - marriage and civil partnership
- all applicants will be treated equally and fairly in the recruitment process outlined in this policy
- the successful applicant will be recruited on the basis of ability, experience and skill(s) to undertake the job successfully, as defined within the job description and person specification.

8.3 Further information and guidance is given in the City of London Corporation Equal Opportunities in Employment Policy, which is available from the HR team.

9. Record Keeping & Confidentiality

9.1 In line with the City of London Corporation's Recruitment and Selection Policy, the original applications of all applicants, together with a brief written record detailing the reasons for their rejection or inclusion at each stage of the process, will be retained securely for a minimum of 12 months from the date of an appointment decision is made; at that point, it will then be destroyed securely.

9.2 It should be noted that documentation may be released to a third party in the event of a complaint to an Employment Tribunal or Data Protection request. Recruiting managers must return all relevant recruitment and selection documentation.

9.3 Applicants are entitled to request the erasure of their personal data, held by The City Schools, under Article 17 of the General Data Protection Regulation (GDPR).

CLS/CLSG/CJS: New Starter Checklist

Section 1 – Employee Details

Employee Name		Start Date	
		End Date	
Job Title			
Department			
Line Manager			

Section 2 – Pre-Employment **(Bold** = SCR requirements)

SCR	Action	Date received / actioned and completed by (HR Initials)	Notes (type of doc or comments for SCR)
	Ensure the following details have been received/verified by HR and copies placed in electronic and hard personnel file.		
A)	**Proof of identity** (photo ID and/or birth certificate)		
B)	**Proof of address** (utility bill/bank statement)		
C)	**Proof of right to work** (passport and evidence of settlement)		
D)	**Academic and/or professional qualifications**		
	DBS certificate applied for		
E)	**DBS certificate check/**		
F)	**Barred List check**		
H)	**US check with barred list** (if required)		
I/J)	**Overseas check** (if required)		
K)	**Prohibition from teaching check** (if required)		
L)	**Prohibition from management S128** (if required)		
M)	**Disqualification from childcare** (if required)		
N)	**Application form / CV checked AND SIGNED**		
O)	**Reference 1 verified (verbally)**		
P)	**Reference 2 verified (verbally)**		
Q)	**Medical clearance**		
R)	**Disclosure of convictions form**		

R)	**Online Search**		
R)	**Risk assessment** (DBS or o'seas check or conviction)		
	Job description/advert		
	Interview notes		
	National Insurance document		
	Emergency contact details		
	Bank details		
	Pension forms		
	HMRC starter checklist		

Section 3 – Employment Documents

	Action	Date received / actioned and completed by (Initials)	Notes
	Ensure the following details have been received/verified by HR and copies placed in electronic and hard personnel file.		
	Confirmation of appointment		
	Signed employee offer letter & contract		
	PAY2 Form sent to payroll		

Section 4 – On-Boarding

Action	Date actioned and completed by (initials)	Notes
Single Central Record (all columns completed)		
iSAMS (account created, emergency contact details added)		
VWV or IHASCO (user created, enrolled Child Protection module, DfE Prevent & role specific module).		
Manager notified of probation review dates and provided with documents.		

CLS/CLSG/CJS: Risk Assessments

8.1 There would need to be exceptional and justifiable circumstances for employment to commence prior to DBS clearance. Such a decision can only be taken by the Head, Senior Deputy Head or COO, following a risk assessment. In any circumstances, potential employees cannot commence work prior to the Barred List check being completed. Nor may they commence work prior to the submission of their completed disclosure application to the DBS.

8.2 There must be a record of the Risk Assessment and decision, including "sign off" by the Head, Senior Deputy Head or COO, to ensure the audibility and accountability of the judgement. The judgement is an assessment of the risk versus the consequences of the decision. The Risk Assessment pro-forma (see below) is to be used to act as an auditable record of the decision made following risk assessment and must contain the signature of one of the accountable persons. This responsibility cannot be delegated.

8.3 If a decision is taken to allow an employee to commence work prior to receiving the DBS certificate, the employee must have completed and submitted their completed disclosure application to the DBS, and their contract of employment should remain subject to this condition being met. The application's progress within the DBS system should be checked and monitored on a regular basis.

8.4 Robust and reliable supervision arrangements must be put into place during the "waiting period". The employee must be clearly notified of the supervision arrangements that are in place. The situation must be checked and monitored at least every two weeks. The Head, Senior Deputy Head or COO remains accountable during this time, until the clearance is received, checked and suitability confirmed.

8.5 If at any stage, the new member of staff's behaviour is of concern, or the protection measures are not able to be implemented or sustained, then the permission to work must be withdrawn until such time as all checks have been satisfactorily completed.

8.6 **Risk Assessment - Key Questions for Consideration**

1 **What are the exceptional reasons for considering commencement of employment prior to receiving clearance?**

This should not be a natural default position, and should be exceptional and clearly linked to the circumstances identified in response to Question 2 below.

2 **What would be the consequences to the School's operations of waiting until clearance is received?**

These should be exceptional and have a demonstrable substantial impact. The School should be able to demonstrate how it has used effective planning to avoid / minimise this disruption, and clearly show where this has been unavoidable.

3 **Is the employee known to the school?**

A former employee, who would have had a DBS check when working in the School, and of whom a great deal is known, will present a much lesser risk than a new employee, who is not known to at all. The more recent the departure the lower the risk.

4 **If the employee commenced work, what would be their normal level of access to children?**

i. *Unsupervised access one-to-one*
ii. *Unsupervised access to a group*

Neither of these would be acceptable arrangements in any circumstances during this "waiting period".

iii. *Supervised access one-to-one*
iv. *Supervised access to a group*
v. *No direct access, but based within premises*

In these circumstances, if an employee does commence employment prior to clearance being received, their access must be supervised at all times. The level of risk declines the lower down the list above, but there continues to be a risk with each of these scenarios.

CLS/CLSG/CJS: Risk Assessments

To be completed by Assessor (Manager):

Name of Employee:		**Name of Assessor (Manager):**	
Role:		**Date of Risk Assessment:**	
Teaching Post (Y/N):		**Counter-signed by:** COO, Senior Deputy Head, Head	

To be completed by HR:

Pre-Employment Checklist:

Identity checked and verified?	
Proof of address checked and verified?	
Right to Work checked and verified?	
Two references received and are both satisfactory?	
Medical Clearance received and verified?	
Employment history checked and satisfactory?	

To be completed by Assessor (Manager):

Reasons for considering commencement of employment prior to clearance:

Overseas check received and verified if applicable?			
Barred List Check completed?			
DBS Received and Verified?			
Section 128 Check completed if applicable to post?			
Prohibition Check completed if applicable to post?			
Self Criminal Declaration completed & satisfactory?			
Online Search completed & satisfactory?			

To be completed by Assessor (Manager):

Supervision arrangements during the "waiting period" and any other control measures:

To be completed by the counter-signatory (COO, DoP, Senior Deputy Head or Head):

Assessment of Risk following control measures:

LOW☐ MEDIUM☐ HIGH☐

1) If assessed as **HIGH** or **MEDIUM** Risk this prospective employee may **not** commence work prior to satisfactory clearances.
2) Following an assessment of the risks, if assessed as **LOW** risk, I have determined that the above-named person may commence employment with the identified control measures. I undertake to personally review this situation at intervals of no less than every two weeks.

Signed: _____ **Date**:_____ **Next Review Date**: _____

Signed: _____ **Date**:_____ **Next Review Date**: _____

Signed: _____ **Date**:_____ **Next Review Date**: _____