



CITY OF LONDON SCHOOL FOR GIRLS

RECRUITMENT POLICY

Policy reviewed by:	Katie Kerr
Date last reviewed:	November 2023
Approved by:	Board of Governors
Date of approval:	1 st December 2023
Next review due:	December 2024

1. Introduction

- 1.1 City of London School (CLS), City of London School for Girls (CLSG) and City Junior School (CJS) ('The 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 schools are also committed to providing a supportive and flexible working environment for all of their members of staff. The schools recognise that, in order 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:
- The 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*¹ (September 2023).

¹ See <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

2. The aims of this policy

2.1 *Keeping Children Safe in Education: statutory guidance for schools and colleges (September 2023) 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 school aims to ensure:

- that the best possible staff are recruited on the basis of 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 or age.
- that the school creates a culture of safe recruitment and, as part of that, adopts recruitment procedures that help deter, reject or identify people who might abuse children.
- that the school meets its 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 School, 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 meaning of Part 1 of Schedule 4 to that Act.
- No such person carries out work, or intends to carry out work, at the 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 school carries 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. Those not on the update service are added to the update service at this point and re-checked before their start date.

- Further checks are made as the school considers appropriate 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 advertisements²:

“City of London School, City of London School for Girls and City Junior 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 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** appointments³. Safer recruitment training is undertaken by the HR Department, all members of the Senior Management Team and other staff as required.

3.1.3 **For the recruitment of Teaching Staff**

The Head, assisted by SMT and the appropriate Head of Department, will lead on the recruitment process.

3.1.4 **For the recruitment of Support Staff**

The Head of Department, assisted by HR and the Bursar, if required, members of the SMT, will lead on the recruitment process.

3.2 **Application Form**

The application form used by the school 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

² As displayed in recruitment information, including job adverts and application forms.

³ 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.

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 interview. In the case of those not currently working with children, this must include a referee from the most recent time when they were working, or volunteering with children. Candidates have the option to withhold their consent to the reference for the current employer at this stage. All applicants must disclose all convictions spent and unspent. 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 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 makes reference to the responsibility for safeguarding and promoting the welfare of children. Person Specifications generally outline the skills, experience and qualifications the school is looking for and includes specific reference to suitability to work with children. The school / department Information gives candidates up-to-date information about the school 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.

3.5 **Interview**

3.5.1 In most cases, the HR Department will co-ordinate all interviews and will liaise directly with the interview panel (including the line manager) and applicants short-listed. The 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.

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

- proof of ID, right to work documents, address and qualifications and criminal record self-disclosure form must be brought in on the interview day (to ensure right to work in the UK).
- references will be requested before 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).
- 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 (see *Previous Employment History* section below).
- the interview panel will explore the candidates' suitability to work with children.

3.5.3 **Prior to interview:**

- referees will be contacted and references obtained after shortlisting and before interview. Where relevant, candidates will be asked about issues arising from the references at interview or prior to an offer being made.
- where a reference or references are not available prior to interview they will be obtained as soon as possible 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 a number of other questions relating to suitability to work with children.

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.

3.5.6 **Following the interview:**

Notes taken at interview and in the 'Decision Meeting' will be dated and retained on file by the HR Department. Notes taken with regard to unsuccessful candidates are retained for 12 months to allow the provision of feedback. Feedback is offered to candidates and feedback requests are directed to the HR Department.

3.6 **Recruitment Checks**

The following checks are required for all staff prior to their start date at the school. New checks or additional checks may also be required on changing roles or on promotion within the school. These checks also apply to others delivering services in the school where they fall under the definition of 'staff' used in Part 4 of the ISI Commentary 2021.

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

A Barred List check is required for all new appointments to the school. 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 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 Disclosure⁴**

An enhanced criminal records check (‘DBS check’) is required for all new appointments to the school. This includes volunteers and School Governors (see below). DBS checks are carried out by the HR Department across the Schools and / or, for Support Staff and Governors, by HR staff at the City of London Corporation. DBS checks are repeated annually on a sample basis by the HR team (either via the update service or repeated for those not on the update service). DBS checks are then repeated every three years for all staff. During employment with the school, all staff are required to declare any convictions, cautions or reprimands, warnings, or bind-overs.

Where a member of staff moves from a non-teaching to a teaching role, additional checks may be required.

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, Senior Deputy Head and/or Bursar or Group Head of Human Resources 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 (carried out by the Head / Senior Deputy Head / Bursar / Group Head of Human Resources), which have been clearly communicated to the member of staff, 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 proforma which must be completed and signed off by the relevant authority before a person starts work, is provided at Appendix 8. If the risk is assessed at ‘Medium’ or

⁴ 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*.

'High', the person should not start work until all proper checks have been completed. The risk assessment should be reviewed every two weeks and re-signed (where required) until all other 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 (preferable under *Keeping Children Safe in Education* September 2022 best practice guidance) 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 a NI card or recent P60/P45.

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 these proofs of identity and address to interview must do so before taking up appointment and before the appointment is confirmed.

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 school will require all appointed Teaching Staff and certain categories of Support Staff, as appropriate, to have a medical check-up prior to taking up the post. 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 by the City of London Corporation. (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 school will require applicants to explain at 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 Teacher or other suitable person with knowledge of disciplinary and safeguarding issues or verified by the Head Teacher 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 should 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 owing 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 or allegations 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 positions

Two references should also be obtained for recruitment for internal positions (where an existing member of staff applies for a role or position within the School) including for:

- internal promotions
- position moves
- new, but not renewed, responsibility allowances

Typically, one reference will be sought from the member of staff's line manager and a second one from a senior member of the teaching staff. These references are supplied on a standard form available from the local HR Department.

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 copies of these when attending interview. Applicants who are unable to bring these to interview must do so before taking up 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.

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 school will carry out such further checks as deemed necessary, in line with relevant DfE and Home Office guidance. The checks usually involve a police check from the overseas country or country but where this is not possible additional references from the country concerned may be sought. All new appointments where persons are living or have lived outside the UK for more than three months within 10 years of their application (once over the age of 16) will be subject to such additional checks.

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 commencing work before their DBS certificate has been received. The HR Department will be responsible for coordinating these checks and for coordinating the checking for evidence of permission to work.

Where a person is an overseas-qualified teacher, the school 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.

All applicants (for any role) who have lived and worked in any country overseas within the last 10 years of their application must undergo:

- all the checks as for other staff (including an enhanced DBS check, even if the applicant has never been to the UK), plus
- any additional checks the school considers 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 this information is not available, the school 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. Where a person is an overseas-qualified teacher, the school will follow the TRA guidance on requirements for overseas-qualified teachers and will ensure staff have the relevant qualifications.

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

For new appointments to management positions, checks must be made to ensure that a section 128 direction has 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)

3.7 **Conditional Offer of Appointment**

An offer of appointment will be made only after the satisfactory references have been received (written and / or verbal).

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 UK⁵.
- 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.
- And any additional checks the school considers appropriate for Teaching staff and overseas applicants (please refer to 3.6.9).

4. **Supply Staff and Trainee / Student teachers**

- 4.1 When a Supply Agency is used to provide temporary Teaching Staff to the School, the Senior Deputy Head 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. That documentation will be retained by HR staff.
- 4.2 Temporary Teaching Staff from a Supply Agency are required to show current photo ID and their DBS certificate when they arrive at the school. This documentation will be retained by HR staff.
- 4.3 When a Supply Agency is used to provide temporary Support Staff to the School, 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. That documentation will be retained by HR staff.
- 4.4 With trainee or student teachers who are on temporary positions in the school, the member of the SMT with oversight of such persons (usually the Deputy/Assistant Head (Teaching and Innovation)) and HR staff will ensure that the all necessary checks are completed (in line with the New Starter checklist in Personnel Files).

⁵ The school is required to ask all applicants for this information under the Immigration, Asylum and Nationality Act 2006.

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

- 5.3 When a contractor is used to provide a service to the school 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 in the 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.

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 school, in conjunction with City of London Corporation Town Clerk's Department, undertakes to 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 been 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 (including Annex A for those who work directly with children)
- The Staff Code of Conduct, including the Whistleblowing Procedure
- Each School's safeguarding response to children who go missing from education, including the Attendance & Registration and Pupil Supervision Policies
- Each school's Pupil Behaviour Policy (teaching staff only)
- Each School's Data Protection Policy (Employees)
- Each School's IT Policy for Staff
- The DfE's *What to do if you think a child is being abused*

- Each School's Schools' Health and Safety Policies
- 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.

- 6.2 Further guidance can be found in each school's individual induction policy available from the Staff Intranet, Deputy Heads (Teaching and Innovation), or HR team.

8. Equal Opportunities

- 8.1 The school promotes employment practices designed to eliminate discrimination. All applicants are provided with an equal opportunities monitoring form to complete.

- 8.2 The school aims 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 (and subsequently trained) 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 school, under Article 17 of the General Data Protection Regulation (GDPR).

CLSG: 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		
N)	Disclosure of convictions form		
O)	Reference 1 verified (verbally)		
P)	Reference 2 verified (verbally)		
Q)	Medical clearance		

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		
	Signed contract of employment		
	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 (user created, enrolled Child Protection module, DfE Prevent & role specific module).		
Manager notified of probation review dates and provided with documents.		

Action	Date actioned and completed by (initials)	Notes
SMT sign off		
First SCR audit		

CLSG: Risk Assessments



Employee name	
Post title	
Department	
Line Manager	
Start date	
Reason for RA	

Context	
Documents seen prior to start	

RISK ASSESSMENT prior to mitigation	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
MITIGATION Mitigating factors and actions taken since start date or ways of working adopted to minimise risk, including employee supervision, where appropriate	
RISK ASSESSMENT After mitigation	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>

APPROVAL To be signed by Head or Senior Deputy Head	Signed: Date: Name: Comments:
Manager signature	Signed: Date: Name:
Employee signature	Signed: Date: Name:
Supervisor signature If employee to be supervised on site	Signed: Date: Name:

Risk assessment to be reviewed Normally two week intervals	Date:
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REVIEW 1	Date:
Approval To be signed by Head or Senior Deputy Head	Signed: Name:

REVIEW 2	Date:
Approval To be signed by Head or Senior Deputy Head	Signed: Name:

RISK ASSESSMENT SIGNED OFF	Date:
	Signed: Name: