



Kingston Educational Trust

SAFER Recruitment Policy (including Visiting Service Providers and Volunteers)

July 2023

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Safer Recruitment Policy

1. Introduction

Kingston Educational Trust prevents people who pose a risk of harm to children from working at its schools (in any capacity including as volunteers) by having robust recruitment and selection procedures and by ensuring that safe recruitment checks are carried out in line with statutory requirements, as set out in the Department for Education's statutory guidance [Keeping Children Safe in Education](#) and that where volunteers have not been checked they are supervised at all times.

Our recruitment process aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable from applying for vacancies; and
- identify and reject those applicants who are unsuitable to work with children and young people.

Kingston Educational Trust is fully committed to ensuring that the application of this policy is non-discriminatory in line with the Equality Act (2010) and that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation. All those involved in the recruitment and selection of staff will ensure all processes are conducted in a fair, objective, professional and timely manner and in compliance with current employment legislation.

2. Inviting applications - the advert and application process

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of applicants as possible. This will normally mean placing an advert externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal applicants, or staff are at risk of redundancy, vacancies may be advertised internally before an external advert is placed. Any internal recruitment process will follow the procedures set out in this policy.

All adverts for posts in school, paid or unpaid, will include:

- the school's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken in relation to the successful candidate, including an enhanced DBS and barred list check;
- the safeguarding responsibilities of the post as per the job description and personal specification; and
- that the post is exempt from the Rehabilitation of Offenders Act 1974 (as set out in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in 2013 and 2020).

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and personal specification setting out the duties, responsibilities, content and context of a post, including safeguarding responsibilities;
- Copies or links to the school's Safeguarding and Child Protection Policy, Staff Code of Conduct and this Safer Recruitment Policy (copies are available in the policy folder in the school Drive,

or on the policy page of the school Website);

The application form includes a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children and requires provision of the following:

- personal details, current and former names, current address and national insurance number;
- details of whether they have ever lived abroad;
- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including any employment abroad and reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references (see below for further information); and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

All applicants must complete the confidential application form in full and sign the declaration confirming the information they have provided is true. We do not accept CVs in place of the application form. Applicants submitting an application form completed online will be asked to physically sign a hard copy of the completed form at the point of interview.

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

3. Shortlisting

In support of our commitment to promote equality of opportunity, shortlisting is undertaken on a 'blind' basis. We select all candidates for interview based on their skills, qualifications and experience. Each application form is carefully considered and applicants will be assessed against the criteria listed in the person specification and job description.

Shortlisting is carried out by at least two of the people who will interview the applicants. They will identify any inconsistencies in the information provided and look for any gaps in employment, or other potential concerns, which can then be explored with the candidate at interview.

If any applicant has disclosed that they have a disability the school will check whether there are any adjustments required for interview. If an applicant has a disability where they are likely to be at a substantial disadvantage because of working arrangements, then the trust is legally required to consider any reasonable adjustments which could be made at the workplace if they were to be appointed.

If the field of applicants is felt to be weak, the post may be re-advertised.

Once they have been shortlisted, applicants will be informed that online searches may be carried out as part of due diligence checks and asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, including:

- if they have a criminal history;
- whether they are included on the barred list;
- whether they are prohibited from teaching;
- whether they are prohibited from taking part in the management of a school;
- 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;

- if they are known to the police and children's social care;
- any relevant overseas information.

The self declaration form will include the following statement about disclosing convictions:

"The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they 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>."

Applicants will be asked to sign the declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will be asked to physically sign a hard copy at the point of interview.

All disclosures made in the self-declaration will be explored with the applicant at interview.

The HR Manager (and where they are not in post the Director of Finance and Procurement) or someone authorised by them will also carry out an online search on shortlisted candidates. The purpose of this is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. The search will not be carried out by anyone who will be on the interview panel and only information that is deemed necessary to be explored at the interview will be passed to the panel. This will include information that could present:

- Safeguarding risks
- Reputational damage
- Cause for concern
- Information that differs to that detailed in the candidate's application

4. Employment History and References

Any inconsistencies in the information provided by an applicant or any gaps in employment, are followed up and must be resolved satisfactorily before an appointment is confirmed. Where necessary, previous employers who have not been named as referees may need to be contacted in order to clarify any anomalies or discrepancies and detailed written records will be kept of such exchanges on the HR file where an applicant is successful.

We seek references on all short-listed applicants (including internal ones) and where possible this is done before the interview, so that any issues of concern they raise can be explored further with the referee and taken up with the applicant at interview. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. Requests for references will be accompanied by the job description and person specification and referees will be asked specific questions about:

- their relationship to the applicant;
- details of the applicant's current post and salary;
- the applicant's performance history and conduct;

- whether the applicant has been subject to capability or disciplinary procedures;
- the applicant's suitability for the post with explicit reference to the job description and person specification
- whether they are satisfied with the applicant's suitability to work with children and to provide the facts of any substantiated safeguarding allegations.

In accordance with the safer recruitment requirements in the statutory guidance [Keeping Children Safe in Education](#), we:

- do not accept open references e.g. to whom it may concern;
- do not rely on applicants to obtain their own reference;
- ensure any references are from the candidate's current employer and have been completed by a senior person with 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);
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer;
- always verify any information with the person who provided the reference;
- ensure electronic references originate from a legitimate source;
- contact referees to clarify content where information is vague or insufficient information is provided;
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate.

5. Selection Procedures

Selection procedures will be the same for all short-listed applicants and will be determined by the nature and duties of the post and may include activities such as, an interview by a pupil panel, teaching a lesson, a written task or a presentation in addition to an interview. Interviews will always be face-to-face (and may be via visual electronic link where reasonably required, for example if the applicant is currently based overseas). The selection panel will receive feedback from any activities that have taken place.

Applicants invited to interview will receive a letter confirming the interview and any other selection techniques and details of the panel members.

Interview questions will be aimed at obtaining evidence of how each applicant meets the requirement of the job description and person specification and each applicant will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and the process will give all applicants an equal chance to demonstrate their suitability for the job. Supplementary questions can be asked of applicants based on responses during the interview and also any questions which arose from the application form and from other selection methods used on the day.

The selection procedure will always include at least two safeguarding interview questions (and more as required to follow up responses) and/or task and questions to:

- find out what attracted the applicant to the post and their motivation for working with children;
- explore their skills and provide examples of experience of working with children which are relevant to the role;
- probe any gaps in employment or where the applicant has changed employment or location frequently, asking about the reasons for this
- explain satisfactorily any anomalies or discrepancies in the information available to the selection panel;
- demonstrate the applicants understanding of safeguarding issues and capacity to safeguard and protect the welfare of children and young people.

Interviews will 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:

- 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.

The interview will include a discussion of any allegations or disciplinary action that the applicant has declared and are relevant to the prospective employment and will be considered in the circumstances of the individual case.

Any disability which may affect the role will be addressed positively and discussed during the interview. The panel will discuss with the applicant during the interview, what reasonable adjustments would be required in order to fulfil the post.

Applicants will have the opportunity at the end of the interview process to ask questions about the job or the school. The Chair of the panel will ensure the applicants are aware of the decision making timescales and how decisions will be communicated.

All information considered in decision making is clearly recorded along with decisions made.

6. The Selection Panel

The selection panel will comprise at least three members and for an appointment to the Senior Leadership Team will include at least one trustee.

Every panel will always include at least one person who has completed Safer Recruitment training within the last three years. This person will ensure safeguarding is covered during the interview.

Any person on the selection panel who has any interest in, or is related to, any of the applicants will declare that interest or relationship prior to the interviews commencing, so that all the other members of the interviewing panel are aware of it. If appropriate that person will be removed or replaced on the selection panel.

7. Level of language proficiency

Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities in England are required to ensure that workers in public facing roles are fluent in English. 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 pupils in schools).

We 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 spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.

8. The appointment and pre-employment checks

The Chair of the appointment panel will make a verbal offer of the post to the successful applicant. If they accept they are then sent a formal offer which states that their appointment is conditional on and subject to:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Trust's standard terms and conditions of employment;
- satisfactory references (where for any reason these were not taken up at the shortlisting stage) and
- satisfactory medical checks; and
- satisfactory completion of the DBS and other pre-employment checks set out in section 9 below (that have not already been completed.)

Unsuccessful applicants are informed and may be offered a debrief on their performance.

9. Pre-employment Checks

We will always:

- verify an applicant's identity (from original documents). We are aware of the potential for individuals changing their name and will check the name on their birth certificate where this is available;
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) including for applicants who are being recruited from abroad and have never been to the UK;
- obtain a separate barred list check if exceptionally an individual will start work in regulated activity before the DBS certificate is available;
- verify the applicant's mental and physical fitness to carry out their work responsibilities;
- verify the applicant's right to work in the UK;
- if the applicant has lived or worked outside the UK for a significant period, make any further checks to ensure that any relevant events that occurred outside the UK can be considered. This will include, where available:

- o for all posts criminal checks for overseas applicants; and
- o for teachers, satisfactory checks to determine any restrictions/sanctions that have been imposed in an EEA member state, through the provision of a letter confirming that they have not imposed any sanctions or restrictions, and/or are aware of any reason why that person may be unsuitable to teach from the professional regulating authority in the country or countries that they have worked. Reference will be made to the [Home Office guidance on criminal record checks](#) for overseas applicants and the [DfE guidance on the employment of overseas-trained teachers](#). As a minimum requirement these checks will be carried out for any period the applicant was living or working outside the UK for longer than 3 months during the last 5 years, but where reasonably required checks may be made in respect of a shorter period or a period going further back in time);
- verify professional qualifications (from original documents) which the school deems a requirement for the post and to verify qualified teacher status (QTS), and the completion of teacher induction or probation with The Teaching Regulation Agency's (TRA) Employer Access Service;
- check that an applicant taking up a management position is not subject to a section 128 direction made by the Secretary of State;
- use the TRA's Employer Access service to ensure that an applicant to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State.

In respect of a school within the trust that has pupils aged under 8: where required by the relevant legislation: we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

All checks will be:

- followed up if they are unsatisfactory or if there are any discrepancies in the information received;
- documented and retained on the personnel file;
- recorded on the school's Single Central Record.

Applicants are required to produce the original DBS certificate from the check undertaken on behalf of the Trust, before taking up their post. The certificate will be scrutinised to ensure it is authentic and to detect any fraud. If there is a delay in receiving a DBS check the head teacher has the discretion in exceptional circumstances to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a separate barred list check, have been completed and once a risk assessment (signed by the Head teacher) has been completed and appropriate supervision has been put in place. (These measures are recorded on the Single Central Register (SCR) and evidence maintained in the employee's HR file).

Following an offer of employment all applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the job description and the person specification for the particular role. The Trust is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Employment will commence subject to all checks and procedures being satisfactorily completed.

10. Recruitment of ex-offenders

All positions within the trust's schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

If an applicant has disclosures on their DBS Certificate this will not automatically bar them from employment within the school. Each case will be considered fairly, on its own merits and particular circumstances including the background and nature of the offence(s) and following an evaluation of all risk factors. We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position and undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. All information given by applicants will be treated in the strictest confidence. Access to the information given will be restricted to those with legitimate need to see it as part of the recruitment process.

In the event that a DBS disclosure is obtained relating to a potential trustee, the matter will be referred to the Chair of the Trust Board and if it relates to a trust associate the matter will also be referred to the Chair of the committee it is intended they would join.

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

As an organisation which uses the Disclosure and Barring Service (DBS) to help assess the suitability of applicants, we comply fully with the DBS [Code of Practice](#).

11. Retention and security of DBS disclosure information

We comply fully with the DBS [Code of Practice](#) regarding the correct handling, use, storage, retention and disposal of DBS certificates and certificate information. We also comply fully with our obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Where there are no disclosures we do not keep a copy of the certificate. We do keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken on the Single Central Register and on the personnel file.

Where there are disclosures, a copy of the certificate and any certificate information is kept securely, in lockable, non-portable, storage containers (hard copy) or electronically with access strictly controlled and limited to those who are entitled to see it as part of their duties (and a record will be kept of all those to whom certificate information has been revealed). We are aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Once a recruitment (or other relevant) decision has been made, we do not keep a copy of the certificate or certificate information for any longer than is necessary. This is generally for a period of up to six months from the date the certificate was received, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Once the retention period has elapsed, we will ensure that any DBS certificate and certificate information is immediately destroyed by secure means, save that where recruitment is successful, we will keep a record of the date of issue of the certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken on the Single Central Register and on the personnel file.

12. DBS Checks and existing staff and volunteers (including process for updating)

All existing employees are required to inform the Head teacher/Head of School (or for staff employed in the Central Services team, the Executive Director) 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 (2013 and 2020). The school/Trust may require all employees (and trustees/trust associates) 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 disclose any change.

DBS checks for staff employed across the Trust who are not subscribed to the DBS Update Service (or who are subscribed but have not provided permission to check if anything has changed on their Certificate) will be updated as follows:

- Where there are checks that are older than 3 years, the oldest 6 of these will be updated on a rolling programme each term.

Staff who have subscribed to the DBS Update Service may be asked annually to provide permission and a check will then be made for any changes on their Certificate.

13. Staff Induction

All staff who are new to a school will receive induction training that will include the school's safeguarding procedures and expectations regarding staff conduct and behaviour as set out in the Safeguarding and Child Protection policy, Staff Code of Conduct and ICT Acceptable use Agreement (copies are available in the policy folder in the school's Drive or on the policy page of the school's website).

14. Single Central Record

We keep a separate single central record covering all staff who work at each school, including trainee teachers on salaried routes (see section 17 below) and the trustees/trust associates and members of Kingston Educational Trust.

We record as a minimum whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained and the identity of those making the check:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate including the reference number, date obtained and details of who obtained it;
- a prohibition from teaching check;
- a section 128 check (for management positions);
- further checks on people who have lived or worked outside the UK as appropriate,
- a check of professional qualifications;
- a check to establish the person's right to work in the United Kingdom.
- whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements

The single central record also records dates of recruitment and references.

Where checks are completed on contractors and volunteers these checks are recorded on the Single Central Register.

Agency and supply staff (see section 15 below)

For agency and third party supply staff, we include on the Single Central Register whether written confirmation has been received that the employing business providing the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided.

Contractors (see section 16 below)

Where DBS checks are carried out on contractors so that they may be issued with a green lanyard at Fern Hill/a blue lanyard at The Kingston Academy and work unsupervised, these checks are recorded on the Single Central Register.

Volunteers (see section 18 below)

Where DBS checks are carried out on volunteers, so that they may be issued with a green lanyard at Fern Hill/a blue lanyard at The Kingston Academy, we also record these on the single central record.

Colleagues from Achieving for Children (AfC) have been DBS checked by AfC and wear their own AfC lanyard when visiting the schools.

Responsibility for maintaining and checking the Single Central Register

Responsibility for updating and checking the Single Central Register is set out in each school's

safeguarding policy (a copy can be found on the policy page of the school website).

The Central Services Team

A separate tab in each school's Single Central Register is held in respect of the Trust's Central Services Team. Responsibility for entering and maintaining this information is delegated to the Trust's HR Assistant. Sufficient time must be allowed in the recruitment process for required checks to be completed. The HR Director is responsible for checking and ensuring that the HR Assistant is completing their duties in relation to the Single Central Register in a timely manner.

The HR Assistant will update the Executive Director when the checks have been completed and recorded in the tab on the Single Central Register of each school. The Executive Director will check the tab in each school's Single Central Record each time they are advised by the HR Assistant that checks have been completed and in addition they will complete a regular monthly check to ensure that the Central Services tab is complete for each school and that there are no gaps.

All checks of the Single Central Register must be recorded on the Single Central Record Checking Log.

The trust board is responsible for monitoring whether there are appropriate systems in place for maintaining the Single Central Record and keeping it up to date, and the trust's safeguarding lead for the school will check to make sure that these processes are being carried out and that there are no gaps in the records held on the Single Central Register as part of their termly visit.

15. Supply and agency staff employed by another organisation

We always obtain written notification from any agency, or third party organisation that they have carried out the same checks that the school would otherwise perform for its staff and that these are satisfactory. Where the position requires a barred list check, this must have been obtained by the agency or third-party prior to appointing that individual. Details are recorded in the Single Central Record.

Where the agency or organisation has obtained an enhanced DBS certificate which has disclosed any matter or information, or any information was provided to the employment business, we will obtain a copy of the certificate from the agency.

We always check from photo ID (such as a passport or driving licence) that the person presenting themselves for work is the same person on whom the checks have been made.

Upon the engagement of an agency worker, the agency must be supplied with a copy of the school's Managing Allegations Against Staff Policy, unless they have previously been provided with the most recent version of this policy.

16. Contractors

We ensure that any contractor, or any employee of the contractor, who is to work unsupervised at a school when pupils of that school are on site has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated

- activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

We will check the identity of all contractors and their staff on arrival at the school, to verify that the person presenting themselves for work is the same person on whom the checks have been made

Contractors for whom these checks have not been completed will wear a red lanyard and will not be permitted to work unsupervised when there are pupils on site.

In respect of a school within the trust that has pupils aged under 8 and where required by the relevant legislation, for self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

17. Trainee/student teachers

Where applicants for initial teacher training are salaried by the school we will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks and we will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

We always check from photo ID (such as a passport or driving licence) that the person presenting themselves for work is the same person on whom the checks have been made.

In respect of a school within the trust that has pupils aged under 8: in both cases described above and where required by the relevant legislation, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006

18. Volunteers

We recognise that our schools will benefit greatly from developing well planned, active parental and community links through participation by adults in the activities of the school on a voluntary basis.

One-off and supervised activities

Where volunteers are involved in one-off and/or fully supervised activities no formal checks or induction will be carried out and they will not be left alone with pupils and will be kept under the constant supervision of school staff. These volunteers will be made aware of the school's

safeguarding processes on arrival and will be identified with a red visitor lanyard.

Trips

An enhanced DBS Certificate must be obtained with barred list check for all volunteers accompanying pupils on trips if they will be left unsupervised with pupils.

Regular basis (or overnight trip)

Where volunteers will be working with pupils in school on a regular and unsupervised basis (or accompanying pupils on an overnight trip):

- identity checks will be carried out;
- qualifications will be checked (where relevant);
- references will be requested to confirm their suitability to work in the school;
- an enhanced DBS Certificate must be obtained with barred list check ;
- the parameters of their role will be clearly defined from the outset in order to avoid any misunderstanding and each volunteer will be linked with a specific member of staff to whom they will be directly responsible.

In respect of a school within the trust that has pupils aged under 8: Where required by the relevant legislation appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought,

Under no circumstances will a volunteer in respect of whom checks have not been completed be left unsupervised.

Once checks have been completed volunteers will wear visitor lanyards whilst in school that indicate they have been DBS checked (green at Fern Hill and blue at The Kingston Academy), so that all members of staff and pupils know they have been cleared.

Volunteers will be inducted and made aware of the school's safeguarding processes and expectations with regard to conduct and behaviour and access to information related to pupils and/or staff and confidentiality.

19. Trustees/trust associates and Members

All trustees/trust associates and members will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity. The chair of the board will have their DBS check countersigned by the secretary of state.

All trustees/trust associates and members will also have the following checks:

- A section 128 check
- Identity
- Right to work in the UK

Other checks deemed necessary if they have lived or worked outside the UK.

20. Record keeping and data protection

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the school in line with our Privacy Notice for Job Applicants, our Workforce Privacy Notice (for appointed candidates), our Retention Schedule and in line with the requirements of Data Protection Legislation.

21. Review

This policy will be reviewed by the trust's Executive Director and HR Manager and by the Head teacher and Designated Safeguarding Lead at each school and by the board of Kingston Educational Trust every three years or sooner to reflect any changes to legislation and statutory guidance.

Date of next Review: July 2026

Approved: Kingston Educational Trust Board

Date: 12 July 2023

Signed: [Signed copy held by Head of Governance]

Graham Willett, Chair