

# **Recruitment and Selection Policy and Procedure**

## **(Including Single Central Record Policy)**

Issued: October 2020  
Date of review: Autumn 2023



## **1.0 Introduction**

- 1.1. **Birmingham Diocesan Multi-Academy Trust (BDMAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2. **Birmingham Diocesan Multi-Academy Trust (BDMAT) is committed to being an equal opportunities employer. As a result, we actively seek applications from underrepresented groups such as Black, Asian and Minority Groups (BAME) and LGBTQ+ individuals.**
- 1.3. The appointment of all employees will be made on merit and in accordance with the provisions of employment law, Keeping Children Safe in Education (most current edition) and the Trust's Equality and Diversity policy.
- 1.4. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction. BDMAT is a disability confident employer and we are a Stonewall Diversity Champion.
- 1.5. We will comply with the requirements of the latest Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 1.6. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Workforce Privacy Statement provides specific details in accordance with the GDPR principles and can be found in Appendix A.

## **2.0 Delegation of Appointments and Constitution of Appointments Panels**

- 2.1 The power to offer employment for all posts below the level of Deputy Head is delegated to the Headteacher in consultation with the Local Academy Board unless the school is a 'Priority School', in which case the Headteacher and LAB will need to gain permission from the Executive of BDMAT before offering employment. The Headteacher may not delegate the offer of employment to any other senior manager or governor. Within the BDMAT Central Team offers of

employment can only be made by members of the executive or heads of department.

- 2.2 The Headteacher is expected to involve at least one governor or trustee in the appointment for all permanent teaching roles. For appointments of the BDMAT Central Team a director should be invited to be part of the recruitment process for all roles at head of department or executive level. For all roles within the Central Team where the member of staff will have a significant role supporting headteachers and school colleagues directly then at least one representative headteacher should be on the panel.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training. **School leaders should endeavour to have one member of the selection panel from within the BAME community, including for appointments to the BDMAT Central Team. Where the school / Central Team do not have a member of staff / governor / director that is from the BAME community they can ask a suitable parent / local representative to attend the process or ask the BDMAT Central Team to help support the process.** Wherever possible the BAME representative on the panel should be part of the full process, including developing the recruitment pack and short listing as well as being a part of the interview process.

### **3.0 Advertising**

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks. All headteacher vacancies will be advertised externally.

### **4.0 Information for Applicants**

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school or BDMAT Central Team. A person specification will also be provided.
- 4.2 An application form. CVs will not be accepted.
- 4.3 An Information pack containing:
  - a description of the School / Central Team relevant to the vacant post;
  - reference to BDMAT's policy on Equality and Diversity;
  - reference to the relevant Child Protection/Safeguarding Policy;
  - DBS and other pre-employment checks required;
  - a statement that canvassing any member of staff, or member of the Governing Body / board, directly or indirectly, is prohibited and will be considered a disqualification;
  - the closing date for the receipt of applications;
  - an outline of the terms of employment including salary; and
  - reference to the Trust's policy on recruitment and selection.

## **5.0 Short Listing and Reference Requests**

- 5.1 The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references for each short-listed candidate prior to interview. For all headteacher and executive posts the selection panel will take up three references – the additional references will be from a referee who can vouch for the candidate's ability to uphold the Christian values and aims of BDMAT. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3 Reference requests will ask the referee to confirm:
  - the referee's relationship with the candidate;
  - details of the applicant's current post and salary;
  - performance history and conduct;
  - all disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children;

- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the panel will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified by the Chair of the panel in advance of the interview and any discrepancies will be discussed with the candidate at interview.

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

## **6.0 Interviews**

6.1 The format, style and duration of the interviews are matters for the Headteacher (school-based posts) and the Central Team (central posts) to decide in consultation with the selection panel.

6.2 Briefing:

All candidates will be given relevant information about the School / Trust to enable the candidate to make further enquiries about the suitability of the advertised job.

6.3 The formal interview:

Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.4 The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

## **7.0 Offer of Employment by the Selection Panel**

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

## **8.0 Personnel File**

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the Trust and for 6 years after the employee has left including:

- Application form – signed by the applicant;
- Interview notes – including explanation of any gaps in the employment history;
- References – minimum of 2;
- Proof of identity;
- Proof of relevant academic qualifications;
- Certificate of Good Conduct (where applicable from local police forces or embassies. Follow up anything that is provided with e.g. a phone call to the organisation that sent the document);
- Evidence of medical clearance from the Occupational Health service;
- Evidence of DBS clearance, barred list and teacher prohibition checks;
- Childcare disqualification declaration (where applicable);
- Overseas check; and
- Offer of employment letter and signed contract of employment.

**Proof of right to work in the UK:** to be retained for the duration of their employment with the Trust and for 2 years after the employee has left.

## **9.0 Single Central Record**

- 9.1 The Trust will maintain a Single Central Record of employment checks in accordance with the latest version of Keeping Children Safe in Education. This will be one 'single' record kept via Dropbox – all changes to school based / Central Staff SCRs should be made within Dropbox to ensure that the central register is always current.
- 9.2 The single central record will only be accessed by the Headteacher, School Business Manager, CEO, HR Advisor, PA to the CEO, Head of School Support or a person designated by them. The SCR is password protected. The SCR will be kept up-to-date at all times and filed within the Dropbox file in order that the central team can access it at all times.
- 9.3 The SCR will be updated whenever changes need to be made and checked by the headteacher, school business manager or designated person and the central team once a term. A checklist can be found in Appendix B.
- 9.4 For staff who work in more than one school, their record should be held at the school where they spend the majority of their time. For the other schools where they work there should be a reference on the SCR to the fact that their record is held at XX school.
- 9.5 The single central record must cover the following people:
- all staff, including teacher trainees on salaried routes, agency and third party supply staff who work at the school;
  - all members of the proprietor body including governors and members (where applicable); and
  - directors and members of the Trust (held on the single central record at the central office).
- 9.6 The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained (Please follow guidance from HMRC on documents that can be used for proof of right to work and also the retention period for these documents <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>):

- an identity check. To confirm name, date of birth (driving licence/passport), address (driving licence/utility bill). This can also help to prove the persons eligibility to work in the UK. These documents will be kept on file;
  - a barred list check for all who work in regulated activity in school. If an enhanced DBS check has been carried out, this will be included. If a member of staff has not yet been DBS checked, the school / Central Team must undertake a Children's barred list check.
  - an enhanced DBS check/certificate number and issue date. All staff should be DBS checked after March 2002. Staff in continuous employment prior to this date do not need to have a DBS check but they will have been checked against list 99. There is no mandatory requirement to set in place a programme of renewals for staff in schools. DBS portability is only accepted when a member of staff moves within the organisation. However, if DBS clearance was undertaken prior to the school coming into the trust a new DBS certificate must be obtained. Schools / Central Team do not need to keep copies of DBS certificates. If a DBS check is not completed by the start date a children's barred list check must have been undertaken and also a risk assessment pending DBS must completed by the headteacher (Appendix C);
  - a prohibition from teaching check (if applicable). This should be carried out as soon as candidates have been shortlisted;
  - further checks on people who have lived or worked outside the UK;
  - a check of professional qualifications, including QTS where required (original certificates must be seen and copies kept on file);
  - a check to establish the person's right to work in the United Kingdom (indicate the document that was evidenced, the date it was checked and keep on file-for further information see <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>);
  - a section 128 check (for management positions including governors, directors/trustees, members, executive, headteacher, senior leadership team and school business manager/bursar); and
- 9.7 For agency and third party supply staff, schools /Central Team must also include whether written confirmation has been received that the employment business supplying the member of supply / agency staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was

received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

- 9.8 Whilst there is no statutory duty to include on the single central record details of any other checks, schools and the Central Team are free to record any other information they deem relevant. For example, checks for childcare disqualification, volunteers, and safeguarding and safer recruitment training dates. They may also wish to record the name of the person who carried out each check.
- 9.9 The single central record is recorded electronically in an excel workbook using a consistent template.
- 9.10 MATs must maintain the single central record detailing checks carried out in each academy within the MAT. Whilst there is no requirement for the MAT to maintain an individual record for each academy, the information should be recorded in such a way that allows for details for each individual academy to be provided separately, and without delay, to those entitled to inspect that information, including by inspectors – this is achieved through the use of Dropbox.
- 9.11 Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, checks must be made that they think appropriate so that any relevant events that occurred outside the UK can be considered.
- 9.12 Overseas - trained teachers - the Department for Education has issued guidance on the requirements for overseas-trained teachers from the EEA to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.
- 9.13 Trainee/student teachers - where applicants for initial teacher training are salaried by the school, the school must 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. Schools should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

- 9.14 Existing Staff. If a school or Central Team has concerns about an existing staff member's suitability to work with children, they should carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at a school / trust level moves from a post that was not regulated activity into work which is considered to be regulated activity, the relevant checks for that regulated activity must be carried out.
- 9.15 Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- the harm test is satisfied in respect of that individual;
  - the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
  - the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.
- 9.16 Volunteers Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. The school should undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:
- the nature of the work with children;
  - what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
  - whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
  - whether the role is eligible for an enhanced DBS check; and
  - Details of the risk assessment should be recorded.
- 9.17 Volunteers engaged in regulated activity - Request that volunteers sign to the DBS update service.
- 9.18 Governors, directors/trustees and members - an enhanced DBS certificate must be obtained and identity checks completed before, or as soon as practicable after, any individual takes up their position. The chair must also ensure that governors/directors/trustees/members are not subject to a section 128 direction and an overseas check must be carried out.

9.19 Contractors - Schools should ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites. If an individual working at a school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. Schools should always check the identity of contractors and their staff on arrival at the school.

## **10.0 Start of Employment and Induction**

- 10.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 10.2 All new employees will be provided with an induction programme which will cover all relevant matters of school / MAT policy but in particular safeguarding and promoting the welfare of children.
- 10.3 All staff sign to confirm that they have received, read and agree to abide by the Safeguarding and Child Protection Policy and latest KCSIE, Part 1.
- 10.4 All staff will be placed on a 6-month probationary period and probationary targets should be set and submitted to the BDMAT HR Advisor. Full details of the probationary period can be located in the Probationary Policy.

## **Appendix A**

### **Workforce Privacy Notice**

#### **Introduction**

We, Birmingham Diocesan Multi-Academy Trust, are the ‘controllers’ of the information which we collect about you (‘personal data’). Being controllers of your personal data, we are responsible for how your data is processed. The word ‘process’ covers most things related to personal data, including collection, storage, use and destruction of that data.

This notice explains why and how we process your data, and explains the rights you have around your data, including the right to access it, and to object to the way it is processed. Please see the section on ‘Your rights as a data subject’ for more information.

Birmingham Diocesan Multi-Academy Trust Schools:

Austrey C of E Primary School – Warwickshire  
 Christ Church, Church of England, Secondary Academy – Yardley Wood  
 Coleshill Church of England Primary School – Coleshill (North Warwickshire)  
 Hawkesley Church Primary Academy – Kings Norton  
 Holy Trinity Church of England Primary Academy – Handsworth  
 Lady Katherine Leveson - Solihull  
 Nethersole Church of England Primary Academy – Polesworth (North Warwickshire)  
 Nonsuch Primary – Woodgate Valley  
 Newton Regis Church of England Primary School – Tamworth (Staffordshire)  
 Quinton Church Primary School  
 St. Clement’s Church of England Primary Academy – Nechells  
 St George’s Church of England Primary Academy – Edgbaston  
 St George’s Church of England Primary Academy – Newtown  
 St Margaret’s Church of England Primary School - Solihull  
 St Michael’s Church of England Primary Academy – Handsworth  
 St Michael’s Church of England Primary Academy – Bartley Green  
 Warton Nethersole's C.E. Primary School - Tamworth (Staffordshire)  
 Woodside Church of England Primary School – Warwickshire

We are an education organisation and our contact details are:

Address:	1 Colmore Row, Birmingham, B3 2BJ
Email:	<a href="mailto:enquiries@bdmatschools.com">enquiries@bdmatschools.com</a>
Telephone number:	0121 426 0403

## **Personal data**

'Personal data' is any information that relates to a living, identifiable person. This data can include your name, contact details, and other information we gather as part of our relationship with you.

It can also include 'special categories' of data, which is information about a person's race or ethnic origin, religious, political or other beliefs, physical or mental health, trade union membership, genetic or biometric data, or sexual orientation. The collection and use of these types of data is subject to strict controls. Similarly, information about criminal convictions and offences is also limited in the way it can be processed.

We are committed to protecting your personal data, whether it is 'special categories' or not, and we only process data if we need to for a specific purpose, as explained below.

We collect your personal data mostly through our contact with you, and the data is usually provided by you, but in some instances, we may receive data about you from other people/organisations. We will explain when this might happen in this notice.

## **School workforce information**

### **The categories of school workforce information that we collect, process, hold and share include:**

- personal information (such as name, address, employee or teacher number, national insurance number);
- special categories of data including characteristics information (such as gender, age, ethnic group);
- contract information (such as start dates, hours worked, post, roles and salary information);
- work absence information (such as number of absences and reasons);
- qualifications (and, where relevant, subjects taught);
- Medical Information (details of medical needs such as asthma, allergies, diabetes and other medical conditions, including shielding letters related to COVID19); and
- Payroll data (such as salary, bank details, emergency contacts).

## **Why we collect and use this information**

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed;
- inform the development of recruitment and retention policies;
- enable individuals to be paid; and
- ensure duty of care is in place for medical conditions.

## **The lawful basis on which we process this information**

We process this information under:

Article 6b of the GDPR

- where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; and

Article 6e of the GDPR

- where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and

Article 6c of the GDPR

- where processing is necessary to comply with the law. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005 and section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments states that schools must share data with DfE.

In addition, concerning any special category data:

This data is processed under Article 9b of the GDPR and Schedule 1 of the DPA where processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

## **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## **Storing this information**

We hold workforce data in line with data retention guidelines, which is outlined in the IRMS [Information Management Toolkit for schools](#) and copy is available on request.

## **Who we share this information with**

We routinely share this information with:

- our local authority;
- the Department for Education (DfE);
- HMRC;
- BDMAT's outsourced payroll supplier;
- BDMAT's outsourced finance support supplier; and
- BDMAT's auditors.

## **Why we share school workforce information**

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis;
- producing statistics; and
- providing information, advice or guidance.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data or subject access request**

Under data protection legislation, you have the right to request access to information about you that we hold.

Subject access requests can be made verbally. To ensure that your verbal request is fully understood the Information Commissioners Office (ICO) on their website say the following:

*Yes. You can make a subject access request verbally, but we recommend you put it in writing if possible because this gives you a record of your request.*

*If you are making a verbal request, try to:*

- *use straightforward, polite language;*
- *focus the conversation on your subject access request;*
- *discuss the reason for your request, if this is appropriate – work with them to identify the type of information you need and where it can be found;*
- *ask them to make written notes – especially if you are asking for very specific information; and*
- *check their understanding – ask them to briefly summarise your request and inform them if anything is incorrect or missing before finishing the conversation.*

*However, even if you make your request verbally, we recommend you follow it up in writing (eg by letter, email or using a standard form).*

So to avoid confusion we ask you when making a subject access request, or requesting to be given access to your child's educational record, you do so by contacting our Data Protection Officer, Chris Manning, in writing either to Birmingham Diocesan Multi-Academy Trust, 1 Colmore Row, Birmingham, B3 2BJ or by email to [dpo@bdmat.org.uk](mailto:dpo@bdmat.org.uk)

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Last updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last update on October 8<sup>th</sup>, 2020.

## Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer (DPO), Chris Manning, Chief Finance & Operations Officer, at 1 Colmore Row, Birmingham, B3 2BJ, [dpo@bdmat.org.uk](mailto:dpo@bdmat.org.uk) or 0121 426 0403.

## **Appendix B**

Monitoring and maintaining the SCR	
<p>Does the SCR have correct and up-to-date details for all appropriate persons?</p> <ul style="list-style-type: none"> <li>• Have any new persons been added?</li> <li>• Have those who have left been deleted (after an agreed period of time)?</li> </ul>	
<p>Have we checked the SCR for administrative errors?</p> <p>E.g.</p> <ul style="list-style-type: none"> <li>• Failure to record dates</li> <li>• Individual entries that are illegible</li> <li>• Omissions</li> </ul>	
<p>Have any administrative errors been reported to the designated safeguarding lead?</p>	
<p>How and where do we store the SCR? Is this secure?</p> <ul style="list-style-type: none"> <li>• If using an electronic system, is this encrypted?</li> <li>• Do we have a plan of action in case of a security problem?</li> </ul>	
<p>Do we have an effective system for reviewing the SCR?</p>	
<p>Is this system being observed?</p>	

**Appendix C**

**DBS Risk Assessment Checklist**

**Starting work prior to DBS Certificate being seen**

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the school.

Name of Person .....

Role .....

Interview Date.....

Proposed Start Date .....

DBS Check application date.....

[The person must not start without an application being made]

Is the person in 'Regulated' Activity? Yes  No

**Reason for starting without seeing a new DBS Check**

- Continuity of the school's provision to pupils
- Other (please state) .....

**Known Information**

Have all the following checks been satisfactorily completed?

- Identity check (photographic) [Essential]
- Verification of current address [Essential]
- Barred list check (if legally appropriate) [Essential]
- Prohibition check (for teachers) [Essential]
- Overseas checks (where relevant)
- Right to Work in the UK [Essential]
- Confirmation of qualifications [Essential]

- Two references [Essential]*

Any other information (please state) .....

.....

.....

**Previous DBS Certificate**

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

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

*If the person's proposed start date and their last day at their previous school or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most schools will instigate a new one. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk.*

**Decision**

- High Risk** – Person **should not** be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.
- Medium Risk** – Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised\* at all times and **should not** undertake 1:1 work, personal care activities or residential visits. (\* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).
- Low Risk** – Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

**Authorisation**

Headteacher (Print Name) .....

Headteacher (Signature) .....

Date .....

Chair of Governors (Print Name).....

Chair of Governors (Signature) .....

Date

## **Appendix D**

### Reference Request Form: Teaching Staff

Applicant name:	
Post applied for:	
Name of referee:	
Job title of referee:	
Referee's employer:	

#### Consent

I confirm that [employer name] has the explicit consent of the applicant to request the information detailed on this reference. Please refer to a copy of the signed consent included with the reference request.

Please respond to all questions indicating "none" or "not applicable" or "not known" where appropriate.

1. Your relationship to the applicant (e.g. employer, line manager, etc.).
2. In what capacity is/was the applicant employed? Please enclose a job description if possible.
3. What is the applicant's current pay (or pay at the time they left employment with you)?
4. If the applicant has left your employment, please give the reason.
5. This post is in "regulated activity" and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a School setting where they will come into contact with children. Do you have any concerns?

No/Yes	(Please enclose details separately under confidential cover)
6. Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when they left your employment?	
No/Yes	(Please enclose details separately under confidential cover)
7. Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including anywhere the disciplinary sanction may have expired. Please provide details of the allegations investigated, the conclusion and how the matter was resolved.	
No/Yes	(Please enclose details separately under confidential cover. (Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included).)
8. Has the applicant been subject to any capability proceedings in the last two years?	
No/Yes	(Please enclose details separately under confidential cover)
9. Would you re-employ the applicant in the same job as they currently hold or held?	
No/Yes	
10. Would you be prepared to appoint the applicant to a similar post in your organisation?	
No/Yes	
11. Between what dates was the applicant employed by you?	

12. Assessment of applicant from your experience in their work. Please mark the relevant box.

<b>Area</b>	<b>Outstanding</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Not known/ applicable/ relevant</b>
Reliability in meeting deadlines and completing a course of action					
Punctuality					
Working energetically and calmly with others, delegating appropriately					
Subject knowledge					
Positive relationships with and respect from pupils					
Maintaining and promoting positive behaviour among pupils in accordance with the school behaviour policy					
Planning and teaching lessons and achieving target levels of pupil attainment and progress					
Assessment, monitoring, and reporting on the learning needs, progress and achievements of pupils					
Setting and marking pupils' work in accordance with school policy					
Maintaining a well-managed and stimulating classroom/learning environment					

Showing initiative on curriculum and/or policy development in such a way as to support the school's values and vision					
Promoting the safety and well-being of pupils in accordance with the school's Child Protection Policy					
Knowledge of Safeguarding					
Managing support staff effectively					
Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Seeking out learning opportunities and positively addressing own professional development					
Professional communication and relationships with pupils, parents, carers and colleagues in accordance with the school ethos, policies and practice					
Contribution to the wider life and ethos of the school					
Team work and contribution to implementing workplace policies and practice and to promoting collective responsibility for their implementation					

Include this section only if appropriate

Area	Outstanding	Good	Satisfactory	Poor	Not Known/ applicable/ relevant
Extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning for all learners to achieve their potential.					
Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum applicant teaches, including those related to public examinations and qualifications.					
More developed knowledge and understanding than a main pay range teacher of subjects/ curriculum areas and related pedagogy including how learning progresses within them.					
Sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.					

Flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/ curriculum knowledge.					
Providing coaching and mentoring to other teachers, giving advice to them and demonstrating to them effective teaching practice in order to help them develop their teaching practice.					
Playing a critical role in the life of the school.					
Making a distinctive contribution to the raising of pupil standards.					

It would be helpful if you would enclose a further statement giving your opinion of the applicant's suitability or otherwise for this post, including any other information about this applicant that you think would help the selection panel.

I understand that:

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	
Name:	
Date:	

Official Stamp: Please also send a covering letter on headed paper	
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