



Interaction & Communication

— Academy Trust —

Safer Recruitment Policy

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General Policy Statement

At the Interaction and Communication Academy Trust (ICAT) we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. ICAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This recruitment and selection policy has been produced in line with the latest DfE statutory guidance Keeping Children Safe in Education. The employment of all employees, whether they are permanent, temporary, casual, fixed-term, contracted or supply, will be made on merit and in accordance with the provisions of Employment Law and Equal Opportunities legislation. Section 175 of the Education Act 2002 requires schools to make arrangements to ensure that functions are carried out with a view to safeguarding and promoting the welfare of children. Regulations made under Section 157 of that Act state that we must make arrangements to safeguard and promote the welfare of pupils

This policy has due regard to all relevant legislation and current guidance and operates in conjunction with individual school's policies.

ICAT is committed to using disciplinary procedures that deal effectively with adults who fail to comply with the Academy's safeguarding and child protection procedures and practices, including referring an allegation of abuse against an adult working with children to the Local Authority Designated Officer (LADO). A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved toward a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

Aim

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- attract, select and retain the best possible staff who will successfully and positively contribute to the future development of the Academy

- deter prospective applicants who are unsuitable to work with children or young people
- identify and reject applicants who are unsuitable to work with children or young people
- inform staff of the information which is required on the Single Central Register

Roles and Responsibilities

The Board of Directors will:

- ensure the Trust has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteer in accordance with the latest Department for Education statutory guidance and monitor Academy compliance with them
- will comply with the most recent DfE Governance Handbook legislation
- ensuring that equal opportunities are established and implemented throughout the recruitment process.
- ensure that appropriate staff, governors and Directors have completed Safer Recruitment Training

The Principal will:

- ensure that the Academy operates safe and fair recruitment and selection procedures which are regularly monitored, reviewed and updated to reflect any changes to legislation and statutory guidance
- monitor any contractors and agencies compliance with this document
- ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of children and young people at every stage of this process
- ensure that appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school
- ensure appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process
- leading the interview when the candidate is at a lower level than the Principal.

Delegation of Appointments and Constitution of Selection Panel

Appropriate recruitment procedures are set in accordance with the scheme of delegation. The recruitment of all Principals and members of the ICAT Central Team is the responsibility of the Directors. The Directors may not delegate the power to offer employment to any other senior manager or governor.

In most cases the Board of Directors delegates the power to offer employment for most posts to the Academy Principal. The Principal may not delegate the power to offer employment to any other senior manager. The Principal will involve at least one governor in the appointment of all qualified teachers and other posts, wherever possible. Governors will always be involved in the appointment of senior staff.

Selection panels will comprise a minimum of two people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. All recruitment panel members must have undertaken unconscious bias training before the selection process begins. All recruitment panel members are familiar with their obligations with regards to safer recruitment as set out in the Keeping Children Safe in Education statutory guidance.

It is necessary for at least two members of the panel to shortlist as per the training that they have received, and the procedures outlined in this policy.

Copies of all training certificates are kept within the Single Central Record which is maintained by the school.

The recruitment panel is responsible for ensuring that equal opportunities are established and implemented throughout the recruitment process and reasonable adjustments are considered when necessary.

Equal opportunities

- When recruiting, the school will adhere to its Equality and Cohesion Policy/Equality Duty
- The school will **not** discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.
- The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.
- The governing body will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- Candidates will **not** be asked about their health or any disabilities before a job offer is made unless one of the following exemptions applies:

- questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- positive action to recruit people with disabilities
- Equal opportunities monitoring (which will not form part of the decision-making process)

Inviting Applications and Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will mean normally placing an advertisement externally and online with the relevant, associated documents. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates' vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts will include the following statements:

"ICAT is committed to safeguarding and promoting the welfare of children and young people."

"The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks which could potentially include a health check, an enhanced DBS check, absence request from a previous employer and two satisfactory references."

The advert will also outline whether the post is exempt from the Rehabilitation of Offenders Act 1974.

Information for Applicants

All applicants will be invited to visit the Academy prior to the closing date for applications.

All applicants will be provided with:

- a job description, outlining the duties of the post and a person specification
- an application form completed in full (CV's may be submitted in addition to, but not instead of the application form)
- reference to Academy's policy on equality (as outlined on the application form)
- the Academy's Safer Recruitment Policy (this document), DBS and other pre-employment requirements (as outlined on the application form)
- DBS checks will take place every 3 years
- an outline of the terms of employment including salary and scale
- the closing date for the receipt of applications

Prospective applicants are also invited to write a letter of application indicating reasons for applying for the post.

Candidates submitting an application form online will be asked to sign the form if invited to interview.

Short-listing and Reference requests

The selection panel will shortlist candidates based on the information submitted and how closely it matches the person specification for the post. Applicants will be assessed against the same shortlisting criteria to ensure a fair process. The panel will involve at least one member of the Senior Leadership Team.

Two references are required. Where possible, the references will be taken up prior to the selection stage. One referee should be from the candidate's current/most recent employer. Teachers must give the Head of their current or previous Academy as a referee. Therapists must give the Head of their service. One of the referees should be able to vouch for the applicant's character and the other for their professional standing. If this is not possible a third reference may be sought. In the case of the recruitment of a Senior Leadership Team member three references will be requested. References are not accepted from relatives.

References will be sought directly from the referee. Open references or testimonials provided by the candidate will not be accepted. A reference pro-forma will be sent to the referee together with the job description.

Referees may be contacted by telephone. In such cases detailed written notes should be kept of the conversation and placed on the personnel file for the successful applicant. References can be requested by e-mail. In both cases confirmation of referee identity should be sought and noted.

The schools will ensure that any information provided confirms whether they are satisfied with the applicant's suitability to work with children, and only provide the facts of any substantiated safeguarding concerns or allegations, including a group of low-level concerns about the same individual, that meet the harm threshold.

Any repeated concerns or allegations which do not meet the harm threshold which have been found to be false, unfounded, unsubstantiated, or malicious will not be included in any reference.

All appointees must have two written references using the Academy's pro-forma. Referees may add supplemental information on a separate sheet.

Where necessary previous employers who have not been named as referees will be contacted in order to clarify any anomalies and discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidates' suitability for the post applied for
- the candidates' suitability for working with children and young people
- any disciplinary warnings, including time-expires warnings, that relate to the safeguarding of children

- the candidate's capability history for the last two years
- the referee's relationship to the applicant
- the candidate's attendance, punctuality and reliability

All appointments are subject to satisfactory references, vetting procedures and enhanced DBS checks.

The Interview Process

Selection techniques will be determined by the nature and duties of the listed vacant post, but all vacancies will require an interview of the short-listed candidates.

Interviews are face to face and there are always at least two interviewers, one of whom will be trained in Safer Recruitment. All interviewees are required to:

- provide proof of identity
- provide actual certificates of qualification

Candidates will always be required to:

- satisfactorily explain any gaps in employment
- satisfactorily explain any anomalies or discrepancies in the information available to recruiter
- to declare any information that is likely to appear on an enhanced DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people

Teachers are required to teach a sample lesson in order to demonstrate their skills and suitability for working with children with specific learning difficulties. The recruitment panel may also request that candidates complete any of the following exercises:

- presentations
- group exercises
- written exercises
- getting the candidate to work in supervised activity with pupils

After the interview

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible

- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the IRMS School Records Management Policy, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done
- Complete the relevant pre-appointment checks

Employment Checks

An offer of appointment to a successful candidate, including to one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available
- obtain an enhanced DBS certificate with barred list (formerly known as check 99) information where the candidate will be engaging in regulated activity
- obtain a separate barred list (formerly known as check 99) check (List 99) if, an individual is judged as suitable to start work in regulated activity before the DBS certificate is available
- **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school
- check that a candidate to be employed as a teacher, or to carry out teaching tasks is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online Service
- check that the candidate to be employed as a teacher or to carry out teaching tasks has the appropriate professional qualifications using the Employer Access Online Service
- all candidates may be asked to complete an Employee Health Care questionnaire and may be required to attend a medical appointment
- request absence records for previous 24 months from last known employer

- verify the candidates right to work in the United Kingdom (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the Gov.uk website)
- make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
- require the candidate to complete the Academy's Childcare Disqualification declaration
- verify professional qualifications, as appropriate
- the recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
- if the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.
- checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' webpage.

All checks will be documented and retained on the personnel file and will be recorded on the Single Central Record. All checks will be followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Candidates who have lived outside the UK

- No exceptions will be made for candidates who have lived outside of the UK. All mandatory checks outlined in this policy will be carried out, along with additional checks where necessary (Keeping Children Safe in Education)
- The DfE's guidance on the employment of overseas-trained teachers will be consulted should an overseas candidate apply for a teaching position

Unsuccessful Applicants

All unsuccessful candidates will be contacted post interview to provide verbal feedback based on evidence of their performance against the person specification for the role.

Offer of Employment

The offer of employment and acceptance by the candidate is binding on both parties, subject to satisfactory completion of pre-employment checks and references. The successful candidate will be informed, initially by a phone call and then formally by an 'offer letter', that the appointment is subject to satisfactory completion of these checks. A contract will be issued to the new employee prior to their start date.

(updated) Personnel File, Use of data and confidentiality and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the Academy and thereafter according to data retention laws. The Academy will maintain a Single Central Record of employment checks in accordance with the latest Keeping Children Safe in Education issued by the DfE.

Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.

In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully, and will be kept safe and secure e.g. in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.

Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.

The person requesting a reference will be offered the opportunity to see it before it is sent, unless the headteacher decides this is not appropriate; however, the school is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

Induction

All staff new to an Academy will receive an induction pack and induction training that will include the Academies safeguarding policies and guidance on safe working practices.

New staff will be allocated a mentor.

Adults working with children who are not employed directly by the Academy

Agency and third-party staff

- in the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed
- confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate

Trainee/student teachers

- the school will ensure that enhanced DBS certificates and barred list (formerly

known as check 99) checks are obtained on all salaried applicants for initial teacher training who are in regulated activity

- where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks
- the school will obtain written confirmation from the agency that the checks have been carried out

Agency and third-party staff

[In the case of any employee working at the school who is sourced from an agency or third-party organisation, the school will obtain written notification from the organisation confirming that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school, or who will be providing education on the school's behalf, including through online delivery. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

The school will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.

Contractors

We ensure that:

- all contractors, or any employee of the contractor, working at the Academy have been subject to the appropriate level of DBS check.
- Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity
- If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account

Adults who supervise children on work experience

- If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm.
- the Academy will decide whether staff need to work alongside the pupils on work experience and offer supervision at all times
- if the person working with the child is sometimes unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated

activity. In this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

Governors

All Trust Directors and school Governors are DBS checked and Section 128 checked, and as a result do not require supervision. The Chair of Directors requires a DBS signed off by the Secretary of State.

Newly appointed Chairs of Directors will also be subject to a suitability check with the ESFA as soon as they're appointed, which includes:

- An identity check
- Confirmation of the right to work in the UK
- An enhanced DBS check
- Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer
- A section 128 direction check to be carried out

To process a suitability check, the Chair of Directors will provide the EFSA with:

- Information about their identity verified by a recognised professional, using the EFSA's [verification form](#).
- Information confirming their right to work in the UK.
- The outcome of an enhanced DBS check.
- An overseas criminal records check or certificate of good character if they have lived outside of the UK.

Health care

All professionals working for the health service such as Physiotherapists, Occupational Therapists and Academy nursing team have completed enhanced DBS checks with their service.

Privately employed Health Care Assistants working with individual children and young people in Academy must also have completed an enhanced DBS checks with their employers.

School transport

An appropriate 'letter of assurance' on headed paper, personally addressed, dated, signed and provided by the relevant authorised person on behalf of the individuals concerned, for example by the local authority on behalf of drivers and escorts employed by them.

The letter should include a statement of assurance that all of the checks have been undertaken, the date on which they were completed, and that they are satisfactory

Volunteers

Pre-start vetting checks and require all volunteers to complete enhanced DBS and barred list (formerly known as check 99) checks. Volunteers are always supervised.

Students

When students on placement are working in an Academy as part of a recognised training course references and completion of an application form will not be required. All students however will be required to provide a letter of introduction and proof of enhanced DBS clearance with barred list (formerly known as check 99) check.

Students on work experience will always be supervised.

All students and volunteers will be required to attend an induction prior to taking any time in an Academy.

Visitors

All visitors without DBS clearance should be accompanied.

All visitors' identification will be checked on arrival. Validated visitors will be given an Academy identification badge. Visitors in any Academy not wearing an Academy identification badge should be asked if they need assistance.

Professionals in an Academy not wearing a Local Authority, NHS or an official badge with a DBS number on should not be given unaccompanied access to the building.

Single central record (SCR)

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list (formerly known as check 99) check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions

- A check of professional qualifications
- A check to establish the person's right to work in the UK, if an EEA National check their share code and working status
- For those in management, trustee or governor roles, a section 128 check

For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

If checks are carried out on volunteers, this will be recorded in the SCR.

Schools within the academy will maintain separate SCR's however ICAT will ensure that all those who need to see the SCR can easily do so.

The intention of our Safer Recruitment policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the School

- **Deter.** From the beginning of the recruitment process, – the academy has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information will aim to deter potential abusers
- **Identify and Reject.** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information will assist in finding out who is suitable for the role and who is not
- **Prevent and Reject.** There are no guarantees that even the most robust safer recruitment process will prevent an inappropriate appointment. However, this does not mean it is too late to act. Ensuring that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture will all help to prevent abuse or identify potential abusers

Our policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice

Employment Reference Request:

Reference for:

Name:		Candidate Ref:	
Post of:		Post Ref. No.	
Provided by:			

Section 1 (Employment Record)	
1 Dates of employment with you are/were:	From To
2 What post did the candidate hold with you and what was their salary?	Post Salary £
3 In what capacity have you known and/or worked with this person?	
4 Can you confirm that you are satisfied that the candidate is suitable to work with children or young people?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5 If not, please give specific reasons of why you think the person is unsuitable.	
6 Has this person even been the subject of any investigations and/or disciplinary procedures whilst in your employment with regards to the safety and welfare of children or young people?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7 Or with regards to any other matter. (Please refer to the Safeguarding and Safer Recruitment in Education Guidance issued by the DCSF which became effective 1.1.07)	
8 If yes, what were the circumstances and why, and what was the outcome?	
9 Did you receive details of any investigations and or disciplinary procedures from the employer prior to yourself? (Please refer to the Safeguarding and Safer Recruitment in Education Guidance issued by the DCSF which became effective 1.1.07)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10 If yes, what were the circumstances and why, and what was the outcome of the details you were provided with?	

<p>11 Has this person been the subject of any capability procedures whilst in your employment or within the last two years? (Please refer to the School Staffing (England) (Amendment) Regulations 2018, which come into effect 1st September 2018.)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>12 Please summarise main duties and key responsibilities of current of previous post where applicable</p>	
<p>13 Please describe this person's strengths and development needs as an employee, referencing the attached job description.</p>	
<p>14 What are/were the applicant's reasons for leaving? (If applicable)</p>	
<p>15 If this reference is being provided in respect of a teacher, could you please comment on the person's professional standards? (All Teachers have to meet professional standards – could you therefore please refer to those standards in your reply. A separate sheet can be used if required)</p>	
<p>16 A definition of equality is '<i>creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential</i>' (DoH 2004). Please comment on the applicant's suitability relating to the above.</p>	

17 Please rate the applicant with regard to:				
	Excellent	Good	Acceptable	Poor
Reliability (i.e. meeting job commitments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability/flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty & Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the applicant's suitability to work in a diverse environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any comments supporting your rating.				
17 18? Would you consider this person for re-employment if a suitable vacancy became available?	Yes <input type="checkbox"/> No <input type="checkbox"/>			

Signed

Name

Date

Character Reference Request:

Reference for:

Name:		Candidate Ref:	
Post of:		Post Ref. No.	
Provided by:			

1 How long have you known this person?	
2 What is your relationship to this person?	
3 How will their previous experience help this person fulfil the requirements of this job?	
4 Has this person had any specific training or gained any qualifications that you think will be relevant? If so please specify.	
5 Please specify any particular knowledge and skills that this person possesses which you think will be directly relevant to this job. Referencing the attached job description.	
6 Can you confirm that you are satisfied that the candidate is suitable to work with children or young people?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7 If not, please give specific reasons of why you think the person is unsuitable.	

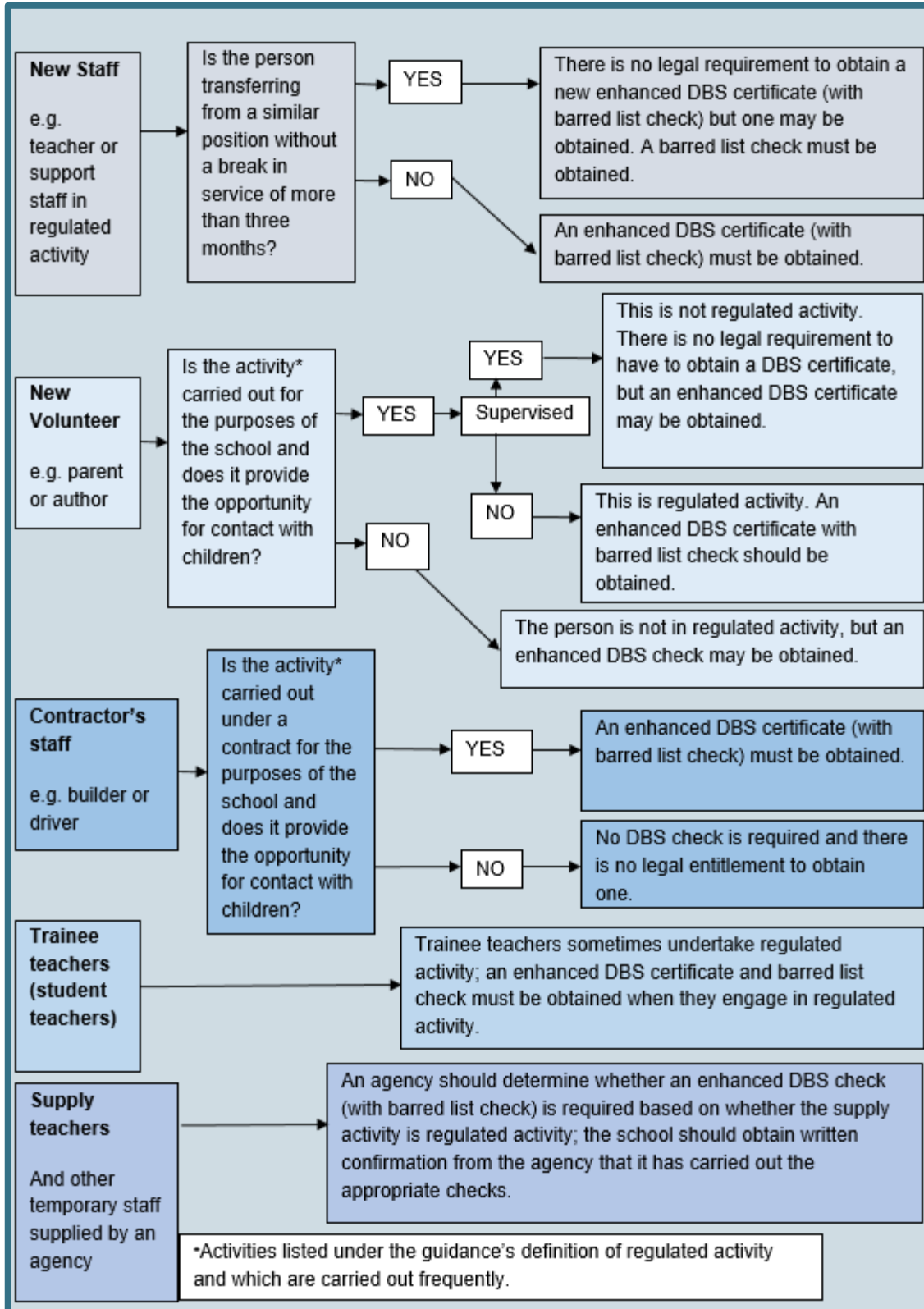
8 A definition of equality is ' <i>creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential</i> ' (DoH 2004). Please comment on the applicant's suitability relating to the above.				
9 Please rate the applicant with regard to:				
	Excellent	Good	Acceptable	Poor
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability/flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty & Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the applicant's suitability to work in a diverse environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any comments supporting your rating.				

Signed

Name

Date

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred list Checks (formerly known as check 99)



The UK transition period following the exit from the EU, will come to an end in January 2021

DfE Guidance

Recruit teachers from overseas

How schools can hire teachers who are not UK or Irish nationals and get help using a Department for Education (DfE) programme.

What will change from 1 January 2021

The UK will introduce a points-based immigration system from 1 January 2021 which will change how you employ teachers who are not UK or Irish nationals. All overseas nationals arriving in the UK from 1 January 2021, including those from the European Economic Area (EEA) and Switzerland, will come under the UK's points-based immigration system. Immigration routes will open later in 2020 for applications to live, work and study in the UK from 1 January 2021. Employers can prepare for these changes now.

Irish citizens will continue to be able to enter, work and study in the UK as they do now.

Teachers from outside the EEA and Switzerland may already need a visa to work in the UK. They can check if they need a visa under the current immigration system.

Professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA)'.
'

They say, 'Schools must continue to carry out safer recruitment checks on all applicants.

For applicants that have lived or worked outside of the UK, schools must make any further checks they think appropriate so that relevant events that occurred outside the UK can be considered, including obtaining an enhanced DBS certificate with barred list (formerly known as check 99) information (even if the teacher has never been to the UK).

Teachers may be able to provide proof of their past conduct as a teacher, issued by the professional regulating authority in the country in which they worked. Where available, such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.

Further information can be found at:

<https://www.gov.uk/guidance/changes-to-checks-for-eu-sanctions-on-eea-teachers-from-1-january-2021>

<https://www.gov.uk/guidance/recruit-teachers-from-overseas>