



Safer Recruitment Policy

For the Following Academies:

Connaught Junior School
Holy Trinity Primary School
Crawley Ridge Junior School
Crawley Infant School
Windlesham Village Infant School

This Policy was adopted by the TAMAT Trust Board: Sum 2023
Next Review: Sum 2024

INTRODUCTION

The safe recruitment of staff in TAMAT schools is the first step to safeguarding and promoting the welfare of children in education. TAMAT is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer TAMAT expects all staff and volunteers to share this commitment.

Aims and Objectives

The aim of the Safer Recruitment Policy is to help deter, reject, or identify people who are unsuited to work with children by having appropriate procedures for appointing staff.

The aims of the Recruitment Policy are:

- To ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the position.
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education and any guidance or Code of Practice published by the Disclosure and Barring Service (DBS).
- To ensure the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this Policy.

TAMAT has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience, and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE2020 and subsequent revisions and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

TAMAT aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing, and evaluating information from and about applicants applying for job vacancies across TAMAT schools.

1. Roles and Responsibilities

It is the responsibility of the TAMAT HR Team to ensure effective policies are in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.

The Central Business Team (CFO) will monitor compliance with them and inform the Trust Board.

It is the responsibility of the Headteacher to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at school.
- Monitor agencies compliance.
- With the CFO monitor Contractors (ensuring they are signing the Contractor Code of Conduct).
- Promote welfare of children and young people at every state of the procedure.

The Local Academy Board has delegated responsibility to the Headteacher to lead in all appointments, with support from the TAMAT Central Business Team. Governors may be involved in staff appointments, but the final decision will rest with the Headteacher.

2. Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the school will amount to “regulated activity” if it is carried out:

- Frequently, meaning once a week or more: or
- Satisfies the “period condition”, meaning four times or more in a 30-day period and
- Provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

3. Recruiting and Selection Procedure **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear TAMATs commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

4. Application Forms

A TAMAT Application Form will be required to be completed by all applicants for employment which contains questions about their academic and full employment history and their suitability for the role, in addition all applicants are required to account for any gaps or discrepancies in employment history. Applicants submitting an incomplete application form will not be shortlisted.

The Application Form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted. In line with changes to disclosure of criminal offences applicants must be provided with advice prior to completing the application form.

It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the Disclosure and Barring Service.

5. Job Description and Person Specifications

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities, and expertise that are required to do the job.

6. References

References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, the reference will be taken up immediately after interview.

All offers of employment will only be made following the receipt of a minimum of two references which are considered satisfactory by the school. One of the references must be from the applicants current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide relevant information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised, so that they do not support terrorism or any form of extremism.

No questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

TAMAT does not accept any open references, testimonials, or references from relatives.

7. Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Interviews for Teachers will include at least one member of the Local Academy Board.

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken Safer Recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address, and qualifications. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme date.

8. Offer of Appointment and New Employee Process

In accordance with the recommendations set out in KCSIE the school carries out several pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the Trust standard terms and conditions of employment.
- Verification of the applicant's identity (if not previously verified)
- The Trust being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working in the Trust or which in the Trust opinion, renders the applicant unsuitable to work at a school;
And
- The Trust being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the school or which, in the Trust's opinion renders the applicant unsuitable to work at the school.
- Where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the school considers to be satisfactory.

- Where the position amounts to “regulated activity” confirmation that the applicant is not named on the Children’s Barred List.
- Confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies, or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children.
- Confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies, or restricts them from being involved in the management of an independent school.
- Verification of the applicant’s medical fitness for the role
- Verification of the applicant’s right to work in the UK
- Any further checks which are necessary because of the applicant having lived or worked outside of the UK
- Additional checks required following the UK exiting the EU.

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 Risk 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.

- Verification of professional qualifications which the Trust deems a requirement for the post, or which the applicant otherwise cites in support of their application.
- Whether a position amounts to “regulated activity” must therefore be considered by the Trust to decide which checks are appropriate. It is however likely that in nearly all cases the Trust will carry out an enhanced DBS check, which will include a Children’s Barred List Check.
- A personnel file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained in each employee’s personnel file.

The school is not permitted to check the Children’s Barred List unless an individual will be engaging in “regulated activity”. The school is required to carry out an Enhanced DBS check for all staff, supply staff and Governors who will be engaging in regulated activity. However, the school can also carry out an Enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e., roles which would amount to regulated activity if carried out more frequently.

TAMAT Members, Trustees and Local Academy Governors will be subject to an Enhanced DBS without Barred List check.

9. The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils, therefore any convictions and cautions that would normally consider to be “spent” must be declared when applying for any position in TAMAT.

From 28th November 2020, cautions given to under 18s are no longer legally disclosed. The multiple conviction rule has been removed so that each offence should be considered individually. Applicants will be advised how to get independent confidential advice on which cautions or convictions they must

disclose and be given time to obtain advice.

10. DBS (Disclosure and Barring Service) Check

TAMAT will apply for an enhanced disclosure from DBS and a check of the Children's Barred List (Known as an Enhanced Check for Regulated Activity) in respect of all positions within TAMAT schools. The purpose of carrying out an Enhanced Check for regulated activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

TAMAT policy is that DBS disclosure must be obtained before commencement of employment of any new employee.

TAMAT policy is to re-check employees DBS Certificates of any employee who takes leave for more than 3 months before they return to work.

TAMAT employees are required to complete a Declaration of no Convictions on an annual basis. Completed forms will be kept within each employees personnel file.

Staff of TAMAT will be made aware of their obligation to inform the Headteacher of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and with those with little or no previous UK residence.

11. Portability of DBS Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. This allows for portability of a certificate across employers. TAMAT schools will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, ie enhanced certificate/enhanced including barred list information

The Update check would identify and advise whether there have been any changes to the information recorded, since the initial certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

12. DBS Certificate

The DBS no longer issue Disclosure Certificates to employers; therefore employees/applicants should bring their original Certificate to the Office Manager who should take a copy for the employees personnel file ensuring the employee signs to agree to the copy being retained.

13. Dealing with Convictions

TAMAT operates a formal procedure if a DBS Certificate is returned with details of convictions.

Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness, and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences
- Changes in circumstances
- Decriminalisation and remorse

A formal meeting will take place face-to-face to establish the facts with the Headteacher. A decision will be made following this meeting. If relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Headteacher in conjunction with TAMAT HR will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. 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 its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

14. Secretary of State Prohibition Orders (Teaching and Management roles)

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. This will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition Orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is in the public interest to do so. A Section 128 direction 39 prohibits or restricts a person from taking part in the management of an independent school.

A person who is prohibited is unable to participate in any management of an independent school, a Governor on any governing body in an independent school, or a management position that retains or has been delegated any management responsibilities. A check for section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any Section 128 direction.

15. Proof of Identity, Right to Work in the UK & Verification of Qualifications and/or Professional Status

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc with them as proof of identity/eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. TAMAT does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (eg marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have obtained any academic or vocational qualifications legally required for the position as claimed in their application form.

16. Medical Fitness

TAMAT is legally required to verify the medical fitness of anyone who is to be appointed to a post within

the Trust, after an offer of employment has been made but before the appointment can be confirmed.

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 role, together with details of any other physical or mental requirements of the role.

The school 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 and considering reasonable adjustments.

17. Overseas Checks

Candidates who have lived or worked outside the UK, all mandatory checks outlined in this Policy will be carried out, along with any additional checks where necessary including an enhanced DBS with barred list information for those engaging in regulated activity, even if they have never been to the UK before.

The school will make any further checks that it deems appropriate so that all relevant events occurring outside the UK can be considered, e.g. obtaining proof of past teaching conduct for any candidate for a teaching position from the professional regulating authority in the country in which they worked, where available.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

Following the UK's exit from the EU, schools should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

18. Right to Work In the UK

EU, EEA or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will no longer be able to use their passport or national ID as proof of right to work. Schools will need to check candidate's right to work online. The UK operates a points-based immigration system which affects how schools employ teachers who are not UK or Irish nationals. All overseas nationals, including those from the EEA and Switzerland arriving in the UK from 1st January 2021 come under the new system.

19. Governors

All Governors, Trustees 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. All Trustees and Members will also have the following checks:

- A Section 128 check (to check prohibition on participation in management under Section 128 of the Education and Skills Act 2008).
- Identity Check
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

20. Induction Programme

All new employees will be given an induction programme which will clearly identify the Trust/school

policies and procedures, including the Child Protection Policy, the Staff Code of Conduct, E-Safety, Prevent Training and KCSIE. Along with clear expectations which govern how staff carry out their roles and responsibilities.

21. Single Central Register

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is recorded in our Management Information System and kept up to date by the Office Manager with checks carried out by the Compliance Officer. The Single Central Register will contain details of the following:

- All employees who are employed to work at the school
- All employees who are employed as supply staff to the school whether employed directly or through an agency.
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g. Sports Coaches

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.

22. Trainee/Student Teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

The Safeguarding Governor will be responsible for auditing the Single Central Register and reporting his/her findings to the full Governing Body at each meeting.

23. Record Retention/Data Protection

TAMAT is legally required to undertake pre-employment checks. Therefore, if an applicant is successful in their application, the Trust will retain on their personnel file any relevant information provided as

part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness, and qualifications. Medical information may be used to help the Trust discharge its obligations as an employer e.g. so that the Trust can consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issues.

This documentation will be retained by the Trust for the duration of the successful applicant's employment with the Trust (in line with the Data Destruction Policy and any amendments).

24. Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the Trust to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised. The school is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at a TAMAT school or perform any other regular duties for or on behalf of the Trust.

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors' badge always and being escorted by a fully vetted member of staff between appointments.

The school will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school in doing so. The school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states: "Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partnership status, disability, or age.

Where appropriate a Risk assessment will be written.

25. Volunteers

The school will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the school (the definition of regulated activity set out above will be applied to all volunteers). We will carry out appropriate checks 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.

TAMAT Schools can apply for a Volunteer to be added to the Update Service once the DBS is completed by agreement with the Volunteer. This process must be completed within 30 days of the DBS Certificate being received. There is no cost to TAMAT for accessing this system for volunteers.

- Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with pupils.
- It is TAMAT policy that a new DBS certificate is required for volunteers who will engage in
 - regulated activity but who have not been involved in any activities with the school for three consecutive months or more. Those volunteers who are likely to be involved in activities with the school on a regular basis may be required to sign up to the DBS update service as this permits the school to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.
 - In addition, the school will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):
Formal or informal information provided by staff, parents, and other volunteers.
Character references from the volunteer's place of work or any other relevant source; and
An informal safer recruitment interview.
 - When parent helpers support the school the same procedure as recruiting staff (references, application form and interview as well as Safeguarding training will take place.

26. Monitoring and Evaluation

- The same policy applies to any suitability information obtained about volunteers involved in school activities.
- TAMAT schools will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e. shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) (DPA18) and recorded on the Data Destruction Checklist.
- The Local Academy Board Safeguarding lead will make checks on the single central record to ensure compliance.

27. Ongoing Employment

TAMAT recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

We will refer to the DBS anyone who has harmed, or poses a risk of harm to a child where:

- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevance offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

28. Leaving TAMAT Schools

- Despite the best efforts to recruit safely, there will be occasions where allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details of the pre-employment checks that

will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the school also has a legal duty to make a referral to the DBS in circumstances where an individual:

- Has applied for a position at the school despite being barred from working with children; or has been removed by the school from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed or pose a risk of harm to a child.
- If the individual referred to the DBS is a Teacher, the Trust may also decide to make a referral to the Teacher Regulation Agency.

29. Contractors and Agency Staff

- Contractors engaged by the school must complete the same checks for their employees that the school is required to complete for its staff. The school requires confirmation that these checks have been completed before employees of the Contractor can commence work at the school. The TAMAT Compliance Officer holds DBS details of those Contractors engaged centrally.
- Contractors engaged directly by the school must complete the same checks as other Contractors with a copy being provided to the school staff
- Agencies who supply staff to the school must also complete the pre-employment checks which the school would otherwise complete for its staff. Again, the school requires confirmation that these checks have been completed with a copy provided to the school.

APPENDIX 1

DBS Renewal Procedure (Disclosure & Barring Service)

The Trustees of The Alliance Multi Academy Trust have agreed to follow the advice of 'Keeping Children Safe in Education' to only carry out new DBS checks (previously CRB, Criminal Records Bureau) in limited circumstances.

Keeping Children Safe in Education says

Existing Staff

Section 327

There are limited circumstances where schools and colleges will need to carry out new checks on existing staff. These are when:

- *An individual working at the school or college moves from a post that was not regulated activity with children into work which is considered to be regulated activity with children.*

In such circumstances, the relevant checks for that regulated activity must be carried out;

- *There has been a break in service of 12 weeks or more; or*
- *There are concerns about an individual's suitability to work with children.*

To ensure that we continue to have oversight of all our staff and as an additional way to remind them of the importance of safeguarding throughout the school, as well as requiring them to read KCSIE each year, we ask them to complete a declaration that their circumstances have not changed since the completion of this DBS.

Declaration for the academic year 2023/24

I confirm that there have been no changes to my record or any criminal convictions or cautions since my criminal record check was carried out as the start of my employment.

I understand and agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

This is in addition to all the other training, requirements and checks that are carried out.