Diocese of Nottingham Multi Academy Trusts

CATHOLIC SCHOOLS
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HR Service

Diocese of Nottingham Catholic Multi-Academy Trusts

Safer Recruitment and Selection Policy and Procedure

OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

St Ralph Sherwin Catholic Multi Academy Trust

St Thérèse of Lisieux Catholic Multi Academy Trust

ST THOMAS AQUINAS CATHOLIC MULTI-ACADEMY TRUST

Diocese of Nottingham Catholic Multi Academy Trusts

HR Service

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This Safer Recruitment and Selection Policy and Procedure has been subject to consultation with the Recognised Trade Unions. It was approved and adopted by the CMAT as detailed below:

Policy Approved by:	Date of Approval
Board of Directors – Our Lady of Lourdes Catholic Multi Academy Trust	22nd July 2021
Board of Directors – St Therese of Lisieux Catholic Multi Academy Trust	
Board of Directors – St Ralph Sherwin Catholic Multi Academy Trust	
Board of Directors – St Thomas Aquinas Catholic Multi Academy Trust	

It will be reviewed after 24 months in consultation with the Recognised Trade Unions.

Signed by Director of the CMAT:

Signed by CEO:

THIS POLICY DOES NOT CREATE CONTRACTUAL OBLIGATIONS ON THE ACADEMY/CMAT

1. DEFINITIONS

In this Safer Recruitment and Selection Policy and Procedure, unless the context otherwise requires, the following expressions, where they appear, shall have the following meanings:

i. 'CMAT' means the Catholic Multi Academy Trust, that is the company responsible for the management of the Central Team and the Academies and, for all purposes, means the employer of staff within the Central Team and the Academies.

ii. 'Board' means the board of Directors of the CMAT who are responsible for carrying out the employment functions of the CMAT.

iii. 'Central Team' means all staff employed in the Central Office functions of the CMAT.

iv. 'Chair' means the Chair of the Board of the CMAT as appointed from time to time.

v. 'Companion' means a willing work colleague not involved in the subject matter under which the policy in being invoked, a trade union official, an accredited representative of a trade union or other professional association of which the employee is a member.

vi. 'Diocesan Education Service' means the education service provided by the diocese in which the CMAT is situated, which may also be known, or referred to, as the Diocesan School Commission.

vii. 'Directors' means directors appointed to the Board of the CMAT from time to time.

viii. 'Governor' means a member of the Local Governing Body of the School.

ix. 'Headteacher' means the most senior teacher in the School who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Executive Headteacher.

x. 'Local Governing Body' means the Governors appointed from time to time to carry out specified functions in relation to the School as delegated by the CMAT.

xi. 'School' means the Academy named at the beginning of this Policy and Procedure where applicable and includes all sites upon which the Academy undertaking is, from time to time, being carried out.

xii. 'Vice-Chair' means the Vice-Chair of the Board of the CMAT as appointed from time to time.

xiii. 'Working Day' means any day on which an employee would ordinarily work if they were a full-time employee. In other words, 'Working Day' will apply differently to teaching and non-teaching staff. However, part-time and full-time staff will not be treated differently for the purposes of implementing this Policy and Procedure.

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2. PURPOSE

2.1 This Safer Recruitment and Selection Policy and Procedure has been designed to assist the CMAT with the appointment to **all** vacant positions. It should be noted that whilst there is separate recruitment guidance for Reserved Posts, pre-employment checks for such posts remain the same as those required for other posts.

2.2 This Policy and Procedure, and its associated guidance, will assist all those responsible for the recruitment process to ensure appropriate mechanisms for safer recruitment and selection are in place to safeguard and promote the welfare of the children and young people within the CMAT.

2.3 Employees involved in the recruitment and selection of staff are responsible for familiarizing themselves with, and complying with, the provisions of this Policy and Procedure.

2.4 This document sets out best practice, taking into account relevant legislation, the requirements of regulatory inspections (i.e. Ofsted), statutory guidance (e.g. Keeping Children Safe in Education and Prevent Duty Guidance), Gov. UK and ACAS online guidance on recruitment and the CMAT's commitment to Inclusion and Diversity. The Safer Recruitment and Selection Policy and Procedure aims to:

(a) help the CMAT to deter, reject or identify those who might be unsuitable or unsuited to working with children and young people by having appropriate procedures in place for appointing staff;
(b) ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
(c) ensure that all job applicants are considered equally and consistently;
(d) ensure that the CMAT meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

2.5 All recruitment panels must comply with the HR processes that support the recruitment process.

2.6 Any employee or Director of the Trust who becomes aware that this Policy and Procedure is not being followed during a recruitment process must inform the CMAT HR Manager immediately. Concerns about suspected wrongdoing in relation to recruitment practices can also be raised under the CMAT's Whistleblowing Policy.

3. EQUAL OPPORTUNITIES

3.1 Everyone involved in the CMAT recruitment and selection process must be mindful of, and comply with, the Equality Act 2010 to ensure that anyone wishing to apply for a position within the CMAT has an equal opportunity to do so. Recruitment decisions will be made solely on the basis of an applicant's abilities and individual merit as measured against the criteria for the post for which they have applied. No candidate should be treated unfairly on the grounds of any of the following protected characteristics:

(a) age;
(b) disability;
(c) gender reassignment;
(d) marriage and civil partnership;
(e) pregnancy and maternity;
(f) race/nationality/ethnic group;
(g) religion or belief;
(h) sex (gender) or
(i) sexual orientation.

3.2 There will only be very exceptional circumstances where we are required to discriminate due to a genuine occupational requirement such as for Reserved posts (for which applicants must be practising Catholics).

3.3 Unconscious Bias

Everyone involved in the CMAT recruitment and selection process must be mindful of the possibility that unconscious bias may occur when making recruitment and selection decision and that this must be avoided. Unconscious bias occurs where, without deliberately making an assessment which is discriminatory, a Line Manager (or other employee or Director) carrying out a selection process is influenced by his or her expectations and previous experience, for example when a female candidate attends for interview and the employee/Director who is involved in the decision-making and selection process is doubtful she can do the job because, for example:

(a) the team are all men currently, so appointing a woman runs counter to experience and/or
(b) the person involved in the selection process is concerned the candidate may not 'fit in' and/or
(c) the previous female employee in the team did not perform satisfactorily.

Having an awareness of unconscious bias, and the need to ensure equality and avoid discrimination, reduces the risk of challenge as well as improving the decision-making and selection process.

3.4 Reasonable Adjustments

Reasonable adjustments must be put in place for any candidate who has identified that they have a disability and that they require adjustments to be made to enable them to fully participate in the process. The candidate should be consulted well in advance of any adjustments required which may include (but are not limited to):

(a) providing a skills test printed in large font and/or on different coloured paper;
(b) providing additional time to complete a test or prepare a presentation;
(c) ensuring the interview room is accessible for a wheelchair user.

3.5 Criminal Convictions

3.5.1 Having a criminal record does not automatically prevent a person from being employed within the CMAT and applicants should not be treated unfairly if they have a previous conviction. Whilst a criminal record cannot be disregarded, advice must be sought from the HR Team to ensure a fair and consistent approach when considering an applicant's suitability for the role for which they are applying.

3.5.2 Revised rules on DBS filtering mean that youth cautions, warnings and reprimands are no longer disclosed automatically on an Enhanced DBS certificate. If during an interview a candidate discloses in error a conviction or caution that the CMAT is not entitled to know, this must be disregarded so that it does not influence any appointment decision.

3.6 Personal or Familial Relationships

Where an employee or Director who is involved in any part of the recruitment process is a near relative of, or has a close personal relationship with, an applicant, they should declare this from the outset. Such employees or Directors must then **not** be involved in:

(a) the recruitment and selection processes for any posts for which the applicant has applied;
(b) providing a reference or acting as a referee for that person where possible;
(c) making decisions relating to pay in respect of that individual;
(d) making decisions related to or the management of the employee's performance;
(e) any conduct issues that arise that may involve the employee.

The recruitment panel should also check the application forms as candidates must also declare whether they have a personal or familial relationship with any current members of staff.

For the purposes of this Policy and Procedure only a near relative is defined as child, sibling, parent, grandparent, grandchild, uncle, aunt, nephew, niece, first cousin and guardian, by blood, marriage or adoption. Half and step relations are included.

A close personal relationship includes cohabitee, dependent, business partner or associate, intimate friendship (as opposed to acquaintance), membership of associations pledged to render mutual assistance, and any other association where an impartial observer might reasonably conclude that the individual's judgement would not be wholly impartial in making a judgement.

4. RESERVED POSTS

4.1 The following are 'Reserved posts' which carry a requirement that they are to be held by 'practising Catholics':

(a) CEO;
(b) Headteacher;
(c) Deputy Headteacher;
(d) Head or Subject Leader of Religious Education;
(e) Lead Lay Chaplain;

(f) Lay Chaplain.

4.2 The Diocesan Director of Education and the Director of HR must be consulted prior to any vacancy for a reserved post being advertised. Dates for interviews must be agreed with the Diocesan Director of Education well in advance.

4.3 Additional guidance for recruitment to reserved posts can be found in the Diocese of Nottingham CMAT HR document 'Reserved Posts' which contains details of the:

(a) wording that must appear in advertisements;
(b) information that must be included in information packs;
(c) shortlisting and interview process;
(d) wording that must be included in an invitation to interview;
(e) procedure for the taking up references for reserved posts.

5. PUBLIC SECTOR FLUENCY DUTY

5.1 Under Part 7 of the Immigration Act 2016, the Public Sector Fluency Duty requires state funded schools in England to ensure candidates for any customer facing roles have the necessary standard of spoken English for example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English required for the role.

5.2 Where the need for interaction with the public is occasional, or where the role is focused on providing internal support within the CMAT, staff are not classified as customer facing (for example, cleaning staff).

5.3 The Code specifies that "fluency does not relate to regional or international accents, dialects, speech impediments or the tone of conversations".

5.4 During an interview process the CMAT will, where necessary, allow candidates to demonstrate fluency through completing appropriate interview tasks/activities in English (where relevant) and competently answering interview questions in English.

6. THE RECRUITMENT PROCESS

6.1 <u>Step 1: Review the Vacancy</u>

6.1.1 Recruitment takes place either as a result of an existing post becoming vacant or the creation of a new post owing to changing organisational needs. It is good practice to consider the following points:

(a) Is this a new post or an existing post?
(b) If an existing post, is this post still required?

(c) Can the School/CMAT afford to recruit to the post within both current and future budgets?
(d) Are the working hours/times/grade of the post still appropriate?
(e) Is there an up to date Job Description and Person Specification (see below)?
(f) Is recruitment required to a permanent/fixed term/full time/part time position?
(g) Is there a need for supply or temporary cover to be put in place whilst recruiting to a permanent position?

6.2 Step 2: Prepare a Recruitment Plan

6.2.1 Once approval to recruit has been obtained from the CMAT Central Team, ensure a realistic timetable is prepared for the recruitment process:

(a) agree a "Recruitment Panel", usually comprising of three members and a minimum of two members. At least one panel member must have received current Safer Recruitment training;
(b) create/review the job description & person specification in conjunction with HR to ensure they are both fit for purpose. Ensure that the person specification outlines all of the necessary skills, experience, qualifications and knowledge required for the post;
(c) if a new post, does this need to be evaluated by HR to check the grade (for a non-teaching post)?;
(d) prepare the job advertisement in conjunction with HR (part time salaries should be clearly stated on the advert);
(e) prepare any additional recruitment literature (" the Job Pack") that will be sent out to applicants;
(f) set diary dates aside for any potential informal visits to the school;
(g) agree dates for:
(i) when the advert will be published and the duration of the advertising period;
(ii) closing date for the advert;
(iii) shortlisting meeting;
(iv) inviting candidates to interview;
(v) applying for employment references;
(vi) the selection/interview days i.e. venue, candidate activities, panel questions;
(vii) likely start date for successful applicant (subject to all required pre-employment checks having been completed).

6.2.2 All members of the panel should participate in every stage of the recruitment process.

6.3 Step 3: Advertising the Job

6.3.1 To ensure equality of opportunity, the CMAT will advertise all vacant posts to encourage as wide a field of applicants as possible. All permanent posts will be advertised externally unless there is a justifiable reason why this should not happen e.g. redeployment. All fixed term/temporary posts above one term, for example to cover a vacancy or absence or which offer a temporary leadership opportunity, will as a minimum requirement be advertised across

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the CMAT.

6.3.2 When compiling the Job Advert, the following should be included:

(a) a message about the culture of the School/CMAT and the type of person needed for the role;
(b) details of the key knowledge and skills required to undertake the role;
(c) a strap line outlining the School's/CMAT's commitment to safeguarding and promoting the welfare of children and young people, for example:
"The Trust and XX School are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.";
(d) a statement that the post holder will be subject to a DBS Disclosure check, for example:
"As this post is required to work in 'Regulated Activity' an enhanced DBS with a Barred list check is essential";
(e) for roles designated as "Regulated Activity" it is essential that the information sent to candidates makes it clear that references will be sought and read in advance of the interview;
(f) the closing date by which all completed applications should be returned;
(g) a reference to the fact that all applicants are required to complete the CMAT application form. (CVs may be accepted but will not replace the application form;)
(h) the advert should be placed in such a way that it can be accessed by the widest range of prospective candidates who best reflect the community that the school serves.

Below are examples of where the CMAT can advertise the vacancy:

(i) CMAT Website;
(ii) DfE website;
(iii) Eteach/TES;
(iv) Indeed and other relevant recruitment websites;
(v) Professional Body websites;
(vi) Local press;
(vii) Parish newsletters;
(viii) Diocesan Education Service website;
(ix) Job Centre Plus;
(x) Social media.

(i) If advertising posts for overseas workers, additional rules apply in terms of the recruitment process and advertising the role. See the associated HR Service Guidance on the Recruitment and Selection Policy and Procedure for more details.

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6.4 Step 4: Shortlisting

6.4.1 As soon as possible after the closing date, each member of the recruitment panel should receive a shortlisting pack (via the agreed method) which should include a copy of all the application forms (minus the equal opportunities monitoring form and the Rehabilitation of Offenders' Disclosure Form), a job description and person specification and the shortlisting grid in order to carry out the shortlisting exercise. All members of the panel should:

(a) take part in the shortlisting process;
(b) complete a separate shortlisting grid for each individual candidate. This promotes fairness and consistency whilst also providing an audit trail;
(c) check whether any gaps in employment history have a reasonable and acceptable explanation (see Keeping Children Safe in Education);
(d) identify any other areas on the application form which might affect the applicant's suitability to work with children and young people. A satisfactory explanation for any concerns must then be obtained from the applicant during the interview process or in advance of the interview if deemed appropriate;
(e) check that any additional information sent with the application is not considered as part of this process, unless this information was expressly requested by the recruitment panel, such as a supporting letter outlining the individual's suitability for the role;
(f) ensure that all essential criteria (to be assessed from the application form) have been satisfied. Where this is not the case, the applicant may not be shortlisted.

6.5 Step 5: Invitation to Attend for Interview

6.5.1 Following the shortlisting meeting, arrangements should be made to write out to those individuals shortlisted inviting them for interview. This letter should detail the following:

(a) that the applicant has been selected to attend a recruitment process;
(b) the location, date and times of the interview;
(c) outline the interview process, detailing any tests or assessments the candidates will be required to undertake;
(d) the requirement to bring relevant identification documentation to the interview day;
(e) the requirement to provide original documents verifying any qualifications deemed essential for the job;
(f) the offer of any reasonable adjustments to be made;
(g) the requirement to bring a completed Rehabilitation of Offenders Disclosure Form to the interview (see 6.5.3 below).

6.5.2 If a candidate advises that they are unable to attend for interview on the date specified, the panel has discretion to reschedule their interview date. However, the interview questions, any additional tasks required as part of the interview process and the composition of the interview panel **must** remain the same.

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6.5.3 Declaration of Criminal Conviction(s):

(a) Candidates invited for interview should be asked to bring a completed Rehabilitation of Offenders Disclosure Form to the interview in a separate, sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 - Disclosure Form" and should be asked to hand the form to the Chair of the interview panel at the end of the interview.

(b) The information obtained from the Disclosure Form will be reviewed only in the event of the panel wishing to make an offer of employment. This forms part of the pre-employment checks conducted by the CMAT to help safeguard children and this self-disclosure information will be checked against information from the Barring Service before the appointment is confirmed.

(c) If the successful candidate discloses information on the Disclosure Form, this should not be used to discriminate unfairly against those with convictions which are considered unrelated to working with vulnerable groups. Having a criminal record will not automatically bar someone from employment or voluntary work with the CMAT.

(d) Positive disclosures should prompt an open and honest dialogue with a prospective employee about their suitability to work within the CMAT. Questions relating to the context of the positive disclosure should be asked just prior to a conditional offer of employment being made (for example during any telephone call to make the offer). A DBS check will still be required but the self-declaration does provide the prospective employee with an opportunity to provide contextual information and answer questions. Advice should be sought from the HR Team to ensure a fair and consistent approach when considering an applicant's suitability for the role for which they are applying.

(e) As working within the CMAT gives privileged access to vulnerable groups, applicants are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless they are "protected" convictions/cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

(f) If a candidate is unsure about whether or not their conviction requires disclosure they should be asked to review the Ministry of Justice guidance on the filtering of "protected" convictions and cautions which can be accessed on the Ministry of Justice website.

6.6 Step 6: Interview Preparation

6.6.1 A recruitment panel **must** be comprised of a minimum of two interviewers and will usually be comprised of three members. The panel members will agree who will act as the Chair of the recruitment panel. At least one member of each recruitment panel **must** have completed the Safer Recruitment in Education training course. Safer Recruitment Training must be refreshed at least every five years or as directed by the CMAT.

6.6.2 It is essential for the recruitment panel to agree the format of the interview process. The panel must:

(a) decide what tasks or activities in addition to the final panel interview they will ask the candidates to perform, for example, in tray exercises, presentations or teaching a class. These tasks/activities will be relevant and appropriate to the role and will be based on the requirements for the post in question as set out in the job description and person specification;

(b) decide which questions to ask – all questions should relate to the requirements of the role and the person specification and be agreed in advance and all candidates should be asked the same initial questions. These must include a safeguarding question; questions on equal opportunities and regarding working in a CMAT should also be included. The applicant's response will determine whether the initial question is followed up through further questioning;

(c) agree how any gaps in employment history and any other concerns identified during shortlisting process will be explored by the panel.

6.6.3 It is important that the methods used to test candidates are appropriate and proportionate to the duties of the role they are applying for and designed in such a way that the candidates are able to demonstrate their suitability for the role.

6.6.4 The Chair of the panel is responsible for ensuring that arrangements are made for the smooth running of the interview process, including:

(a) all relevant documentation is prepared and distributed to panel members prior to interview;

(b) the suitability of the venue - taking into consideration any additional or special requirements such as access or any additional adjustments requested by the candidates;

(c) any car parking spaces, refreshments etc. are arranged;

(d) arranging the checking of the candidates' identity documents;

(e) arranging checking and copying of any additional documentation required at interview;

(f) ensuring the interview timetable allows sufficient time between interviews for:
(i) overruns;
(ii) breaks;
(iii) panel discussion.

6.7 Step 7: The Interview

6.7.1 The Chair of the panel is responsible for ensuring that the interview is conducted fairly and that all candidates are treated equally. The Chair should ensure that all panel members participate fully and the views of all panel members are considered at all stages.

6.7.2 Panel members must score each candidate independently and agree whole panel scores after each interview.

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6.7.3 At the **start** of the interview, the Chair should:

(a) welcome each candidate;
(b) introduce the other panel members by name and job role;
(c) give an overview of the interview process;
(d) explain that notes will be taken during the interview by the panel members.

6.7.4 At the **end** of the interview, the Chair should:

(a) give an opportunity for candidates to ask questions;
(b) give an indication of timescales for decision and feedback;
(c) ensure that all the relevant documents have been received, e.g. qualifications, confirmation of identity;
(d) check that the panel have the candidate's correct telephone contact number so that each candidate can be informed of the outcome.

6.8 Step 8: Decision Making – Appointing the Preferred Candidate

6.8.1 All aspects of the selection process should be considered when making a decision to appoint a new employee, the successful candidate should have:

(a) met all the essential criteria on the Person Specification and have the abilities, qualifications and experience required for the post as measured against the Job Description;
(b) the highest aggregated score, taking into account their scores for any additional tasks that they have been asked to complete as part of the selection process.

6.8.2 It is also helpful for the panel to decide on a reserve candidate in case the first choice successful candidate declines the job offer. The reserve candidate should also meet 6.8.1 (a) above and should have the next highest aggregated score after that of the first choice candidate.

6.9 Step 9: Informing the Successful Applicant

6.9.1 The Chair of the panel should contact the successful candidate as soon as possible to advise them of their appointment.

6.9.2 A **conditional verbal** offer should be made to the successful candidate and it should be explained that the post is not confirmed until all of the pre-employment checks are satisfactorily completed, these include:

(a) a check to ensure the candidate has the Right to Work in the UK;
(b) a satisfactory outcome of the medical questionnaire;
(c) a satisfactory DBS with a barred list check (where appropriate);
(d) any further checks where the applicant has lived or worked outside of the UK;
(e) **two written references deemed to be satisfactory by the CMAT.** The

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purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should always be obtained and scrutinised and any concerns resolved satisfactorily before the appointment is confirmed. References must come directly from the referee and 'to whom it may concern' letters will not be accepted;

(f) a satisfactory written Faith reference for applicants for Reserved posts;

(g) a satisfactory Prohibition from Teaching Check (where appropriate);

(h) a section 128 check (where appropriate);

(i) confirmation that the applicant is not disqualified from providing childcare (where appropriate).

6.9.3 It is good practice that all the other candidates be informed they have been unsuccessful and offered the opportunity to obtain feedback on their application or performance at interview. It is best practice to speak to unsuccessful applicants in person, usually via a phone call, but if the Chair of the panel has been unable to reach a candidate, they should receive a written outcome stating that they have been unsuccessful.

6.9.4 Successful applicants will be sent a formal offer letter from the CMAT HR team and will be required to sign a contract incorporating the CMAT's standards terms and conditions of employment.

7. DATA PROTECTION AND RECRUITMENT DOCUMENT RETENTION

7.1 In carrying out any aspects of the recruitment process, employees must comply with the requirements of Data Protection Legislation and adhere to the provisions of the CMAT Data Protection Policy.

7.2 Interview notes for all candidates (both successful and unsuccessful) must be retained for a period of 6 months, in case they are required in connection with an Employment Tribunal claim or have been requested by a candidate under the Data Protection Act. After this stage, the documents for unsuccessful candidates must be destroyed.

8. PRE-EMPLOYMENT CHECKS

8.1 Pre-employment checks are an essential aspect of the recruitment process and should be conducted on both newly appointed employees (including those who have **TUPE transferred** into the organisation) prior to commencement in post. For internal candidates, who are already employed by the CMAT, appropriate relevant checks as required in Keeping Children Safe in Education, will also be conducted. These may include for example having the ID checked (where there is a change of work location), references (e.g. when applying for a promoted role or a reserved post) or a section 128 check (where the new role requires that this to be conducted).

8.2 In addition, and importantly, details of all checks undertaken should also be recorded on the **School's Single Central Record (or the CMAT Single Central Record for staff employed within the Central Team).**

8.3 A copy of the DBS clearance, the ID (proving the right to work in the UK), self-declarations, interview/discussion notes for the appointee and copies of other pre-employment checks such qualifications certificates and Teacher Prohibition Check (where applicable) should be retained on the personal file of the appointee.

8.4 For agency and third party supply staff, schools must also include on their Single Central Record that written confirmation has been received from the agency/business supplying the individual that they have carried out relevant checks, obtained the appropriate certificates, the dates that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the individual.

9. SINGLE CENTRAL RECORD

9.1 Schools must keep a Single Central Record of all employment checks carried out.

9.2 The Single Central Record must cover the following people:

(a) All staff (including supply staff) who work at the school;
(b) All other staff who work in regular contact with children in school or college, including volunteers;
(c) All Members, Directors and Governors.

9.3 The Trust Central Team and Local Governing Bodies will monitor the Single Central Record to ensure that it is accurate and up to date.

9.4 The Single Central Record for the Trust Central Team will be maintained by the HR Team.

10. TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT) (TUPE)

10.1 Employees who are TUPE transferred into the CMAT must have their documentation checked within 60 days of the transfer. The Headteacher or a member of staff nominated by the Headteacher (or the Line Manager for employees within the Central Team) should follow the required checking process set out in the associated guidance.

10.2 **Schools should be aware that sponsor licenses are non-transferable from one employer to another under TUPE Regulations.** In such circumstances the school must make an application for either a sponsor license or to extend the existing sponsor license. An application must be made with 20 working days of the move taking place.

10.3 If the school does not make a valid application to become a sponsor within 20 working days or does make an application, but this is refused, all of the migrants who have transferred, except those that can be sponsored under any existing licences, will have their leave, or worker authorisation shortened to 60 calendar days.

11. MONITORING

The policy will be monitored to ensure consistency of application and adherence to Equalities legislation.

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