

Safer Recruitment Policy and SOP

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Policy

1 Purpose and Objectives

1.1 The purpose of The Children's Trust's Safer Recruitment Policy is:

- To publically demonstrate our commitment to safer recruitment.
- To achieve safe procedures for the recruitment of staff/ workers, temporary workers and volunteers.
- To ensure compliance with all statutory requirements and relevant recommendations and guidance, including the Code of Practice published by the Disclosure and Barring Service (DBS).
- To ensure that The Children's Trust meets its commitment to safeguarding and promoting the welfare of children and young people, by carrying out all necessary pre-employment checks.
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently, in line with The Children's Trust *Equity, Diversity & Inclusion Policy*.
- To ensure relevant staff and trustees receive training in safer recruitment processes.
- To ensure all appointment panels contain at least one member who has been trained in safer recruitment.

1.2 The objectives of the policy and this procedure are to:

- Establish and assign clear accountability for safer recruitment at TCT.
- Ensure that all colleagues are aware of their individual responsibilities for safer recruitment.
- Comply with regulations as outlined below.
- Manage the safeguarding risk if safer recruitment and compliance is not followed.

1.3 Relevant laws and regulations include but are not limited to:

- [Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.
- Keeping Children Safe in Education: Statutory guidance for schools and colleges, September 2021.
- The Education and Training (Welfare of Children) Act 2021.
- Teachers' Disciplinary (England) Regulations 2012.
- Childcare Disqualifications Regulations 2018.
- Disqualification from Caring for Children Regulations 2002.
- Protection of Freedoms Act 2012.
- The Childcare Act 2006.
- The Equality Act 2010.
- The Children's Homes (England) Regulations 2015.
- Health & Social Care Act 2008 (Regulated Activities) Regulations 2014.
- Rehabilitation of Offenders Act (ROA) 1974.
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- Part V of the Police Act 1997.
- Company Directors Disqualification Act 1986.

2 Scope

This policy applies to:

- All members of staff (including Bank workers) directly recruited and employed by The Children's Trust.
- Agency, self-employed contractors and any other temporary workers providing services to The Children's Trust. The *Temporary & Visiting Workers Policy*, and *Disclosure & Barring Service (DBS) Checks Policy*, should be referred to in conjunction with this policy, in order to inform processes when managing these categories of workers.
- Volunteers providing workforce support or services, e.g., Trustees and School Governors are out of scope, for further information on the safer recruitment of these services please refer to the *Volunteering Policy*.

3 Definitions

Unless otherwise stated, the words or expressions contained in this document shall have the following meaning:

The Charity/ organisation/ TCT means The Children's Trust

SOP Standard Operating Procedure

4 Policy Statement

- 4.1 The Children's Trust is committed to ensuring that all recruitment procedures follow best practice, whilst ensuring that the organisation meets all legal and regulatory requirements (i.e., employment, safeguarding and privacy).
- 4.2 This policy has been developed in accordance with the statutory requirements of the Health & Social Care Act 2008 (Regulated Activities) Regulations 2014; The Children's Homes (England) Regulations 2015; and the Department of Education's Keeping Children Safe in Education - for schools and colleges, September 2021.
- 4.3 Safeguarding and promoting the welfare of children and young people in our care is our highest priority. The Children's Trust aims to recruit staff that share and understand our commitment. We aim to provide a supportive and where possible, flexible working environment for staff, in order to promote an engaged, motivated, and diverse workforce, comprising of different backgrounds, skills and abilities.
- 4.4 Additionally, The Children's Trust aims to ensure that no applicant is treated unfairly, throughout their application process, ensuring that the recruitment and selection process is efficient, effective, and equal (as demonstrated within the *Recruitment of Applicants with a Criminal Record Policy* and the *Equity, Diversity & Inclusion Policy*). We aim to uphold our legal obligations to ensure that no job applicant is treated unfairly by reason of a protected characteristic, as defined within the Equality Act 2010.
 - 4.4.1 Shortlisting, interviewing and selection will always be carried out without regard to all such protected characteristics including age, sexual orientation, marital status, disability, race, nationality, ethnic or national origins, religion, belief, transgender status or trade union membership.

4.4.2 Reasonable adjustments at all stages of the recruitment process from application through to offer will be made, to ensure that no applicant is disadvantaged because of a disability.

4.4.3 At all times, The Children's Trust aims to recruit the person most suited to the particular post. Recruitment decisions will be made solely based on the applicant's abilities and individual merit, as measured against set criteria. Qualifications, professional registration(s), experience, and skills will be assessed at the level that is relevant to the job.

5 Stakeholder Consultation

Appendix 1 details the stakeholders who were consulted in the development of this policy and procedure.

6 Related Policies and Procedures

The following policies and procedures stated below support the effective application of this policy and SOP:

- Equity, Diversity & Inclusion Policy
- Temporary & Visiting Workers Policy
- Disclosure & Barring Service (DBS) Checks Policy
- Recruitment of Applicants with a Criminal Record Policy
- Safeguarding Children, Young People & Adults at Risk Policy & Procedures
- Whistleblowing Policy
- Record Retention & Disposal Policy
- Volunteering Policy
- Data Protection Policy
- People Privacy Policy
- Training & Development Policy
- HR128 Declarations Policy

7 External References and Guidance

The following external resources and guidance were consulted in drafting this policy and SOP:

- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, July 2018

Standard Operating Procedures (SOP)

1 Roles and responsibilities

- Board of Trustees

The Board of Trustees is responsible for:

- ensuring that the procedures and policies in place for the safe recruitment of all staff and anyone working on behalf of The Children's Trust, are in accordance with the relevant guidance to ensure that all staff, contractors, and agency workers are compliant with the policy.

- Line Manager

Line managers are responsible for:

- recruiting their own staff, in conjunction with the People Team; this SOP sets out the procedures that must be followed.

- Senior Management and all recruiting Line Managers

Senior management and all recruiting line managers are responsible for:

- implementing The Children's Trust safer recruitment procedures correctly, at every part of the recruitment process.
- ensuring all staff and volunteers applying to work at The Children's Trust undergo appropriate checks.
- monitoring agencies and contractors' compliance with safe recruitment;
- promoting the welfare of children and young people at all stages of the process, as the primary driver of this policy.

- Employees Involved in the Recruitment and Selection of Staff

Employees involved in the recruitment and selection of staff are responsible for:

- familiarising themselves and complying with the provisions of this policy.

2 Procedure

The Safer Recruitment Policy informs how we safeguard and promote the welfare of children and young people in our care, at every stage of the process, including: planning, deciding upon whether the post meets the criteria for 'regulated activity', and ensuring that the advertisement makes clear our commitment to safeguarding. The policy continues to detail the full recruitment journey: authorisation; advertising; shortlisting; interviewing; appointing; onboarding / pre-employment checks (according to statutory requirements); induction; and ongoing employment.

The policy demonstrates a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.

2.1 RECRUITMENT & SELECTION PROCEDURES

2.1.1 Initiating and Authorising the Recruitment Process:

Line managers wishing to recruit must first consider whether the work can be covered in another way, e.g., distributing all or part of the duties amongst existing staff. Recruiting managers must ensure that they have completed the online Access Recruit training, prior to raising the below vacancy request, to ensure that they are able to fully navigate the recruitment portal. If the role cannot be covered by alternative arrangements, approval to recruit replacement posts within budget must be sought from the relevant Director/ Budget Holder, by completing the *New Vacancy Request* (accessed via SelectHR, under Manager Self Service). The completed *New Vacancy Request* will be sent to the relevant Director/ Budget Holder to approve. Approval to recruit a new post must be sought from the Senior Leadership Team.

Within 48hrs of receiving the above, a vacancy meeting will be arranged between the relevant Recruitment Lead and recruiting line manager, in order to discuss and review all relevant documents (e.g. candidate briefing pack and job advert) as well as plan the recruitment process and timelines (e.g. closing and interview dates; interview and assessment requirements and arrangements, etc.). Salary details must be confirmed for inclusion on the job advert. For new or revised posts, the People Team will undertake a job evaluation/ benchmarking exercise in partnership with the HRBP team, to determine the correct salary benchmark. Should the result of this exercise result in a different remuneration than originally authorised, written confirmation from the relevant Director and/ or Head of Service will be required. This will then require sign off from the Director of People & Culture and the Director of Finance & Business Performance.

2.1.2 The Advertisement

This will include a statement about The Children's Trust's commitment to safeguarding and promoting the welfare of children and young people. It will state whether the post is exempt from the Rehabilitation of Offenders Act 1974 and refer to the need for the successful candidate to undertake a Disclosure & Barring Service (DBS) certificate at the appropriate level (for further information, see *Disclosure & Barring Service Checks Policy*).

The job advert will also include:

- Job title.
- Location.
- Salary and contract hours (including pro rata salary).
- Reference to The Children's Trust and what we do and our staff benefits, along with a safeguarding statement to protect our children and young people by completing enhanced DBS checks.
- Reference to the requirement that The Children's Trust application form must be completed, for candidates to be considered for a role. This statement will also explain that any gaps in employment will be examined as part of the shortlisting process, and will be further explored during the interview process.
- Closing date.
- Interview date(s) - wherever possible.
- Relevant contact details to receive any enquiries.
- Relevant documents, including (but not limited to):
 - Candidate briefing pack.
 - The Children's Trust Benefits Brochure.
 - How to find us information.
 - Link to the *People Privacy Policy*.
 - A Covid vaccination statement.
 - An EDI statement with link to further information.

The advertisement will make no direct reference to age, sex, sexual orientation, marital or civil partnership status, disability, race, nationality, ethnic origin, religion, or belief as stated in the Equality Act 2010. However, it is acknowledged that by exception there may be a genuine occupational requirement for person(s) of a specific group to support a child or young person that cannot be achieved through other reasonable means. An objective justification will need to be completed and approved by the relevant Director of Service and the Director of People & Culture before any advertising takes place.

To provide existing employees the opportunity to apply (should they wish to do so) all roles should be advertised internally (for a minimum of one week) via the Access Recruit portal, available on the Loop.

If a member of staff wishes to apply for a role, it is strongly recommended that they inform their current line manager of their intentions to do so, to promote an open and transparent working environment and recruitment process.

It is a requirement that members of staff inform their current Line Manager, before accepting the

new internal offer of employment.

Posts may be advertised externally for a minimum of two weeks. This will be done via The Children's Trust's recruitment portal (Access Recruit), as well as identified and approved job boards, publications, journals, websites, social media, and other electronic means of communication.

Any paid advertisements must receive authorisation from the Recruitment & Compliance Manager or the Director of People & Culture.

2.1.3 Recruitment Agencies:

Recruitment agencies should only be used once direct sourcing has proved ineffective. Use of recruitment agencies to source permanent resources, must be approved by the Recruitment & Compliance Manager, or the Director of People & Culture, prior to the advertisement.

Upon the approval of agency use, no line manager should contact recruitment agencies directly; any suggested agencies should be provided to the Recruitment & Compliance Team, to allow them to negotiate all relevant Terms & Conditions, in advance of the recruitment process starting.

For temporary assignments, costs will be charged to the relevant line manager's resource budget, and weekly timesheets signed and authorised by them.

For permanent roles, agency introductory fees will be charged to the central Recruitment budget, managed on behalf of the Director of People & Culture, by the Recruitment & Compliance Manager. Where this process has not been correctly followed, the agency introductory fee will be charged to the line manager's own resource budget.

All Agency Terms & Conditions must first be negotiated by the Recruitment & Compliance Team; once this has been completed, candidates should be shortlisted and interviewed, as per direct recruitment methods.

For permanent, bank and/or Fixed Term Contracts, the appointed individual will undergo all required pre-employment checks, as per Section 2.2. These checks will be conducted by the Recruitment & Compliance Team and the new joiner will undergo the same processes as an individual recruited directly by The Children's Trust.

2.1.4 Temporary Assignments

For all temporary assignments, these are to be approved as detailed in the *Temporary & Visiting Workers Policy*. Once approved by the relevant parties, this is to then follow protocol by engaging with the Recruitment & Compliance Team to support with the recruitment and compliance of the temporary worker before they can start. The appointed agency worker will be allowed to start their assignment once the Agency completes all required agency compliance checks, documented, and evidenced by the completion of the relevant *Agency Worker Declaration Form* (held within the Recruitment & Compliance Team). These checks include, but are not limited to photographic proof

of I.D.; Right to Work; DBS check (to be renewed every 12 months); Employment History; and references, etc. For further information, see *Temporary & Visiting Workers Policy*.

Should a department require the need of a self-employed contractor/ contractor organisation, a Service Level Agreement/ Terms of Business must first be drafted and agreed by both Parties, prior to the engagement. Once agreed and signed, the identified contractor must meet all required onboarding/ compliance checks, before the work programme commences (for further information, see *Temporary & Visiting Workers Policy*).

In the case of Professional Student Placements (e.g. Speech & Language Therapy or Social Work) the responsible line manager must contact the People Team, to ensure that all necessary placement agreement paperwork and compliance checks are in place, prior to the placement commencing.

2.1.5 The Application Process:

All applicants must complete The Children's Trust Online Application Form (with the exception of those roles advertised on approved job boards, e.g. NHS Jobs) in order for their application to be considered for shortlisting and to provide consent for their personal details to be processed by The Children's Trust, under the *People Privacy Policy*, and in accordance with the General Data Protection Regulations (2018) and Data Protection Act (2018). Applicants may submit a C.V. to complement their application form; however, a C.V. on its own will not be accepted and as such, will not be considered for shortlisting.

As part of the application process, the following documents will be made available to candidates:

- The Children's Trust online application form: all candidates applying for a role must complete the online application form, to obtain the candidate's employment history; qualifications; suitability for the role; and a declaration, whilst ensuring a fair screening and shortlisting process. Information provided in the application form will also contribute to required pre-employment and safeguarding checks for the successful candidate(s).
- *Recruitment of Applicants with a Criminal Record Policy*.
- Information about self-disclosure of criminal information.
- Information about the TCT *Child Protection Policy* and other safeguarding procedures.
- Internal candidates must complete The Children's Trust internal, online application form, via the Access Recruit portal, available on the Loop.
- Candidate briefing pack, including person specification.
- An Equal Opportunities Monitoring Form (via the Access Recruit portal) details of which will be recorded separately and destroyed according to the *Record Retention & Disposal Policy*, and in accordance with the General Data Protection Regulations (2018) and Data Protection Act (2018).
- *Safeguarding Children & Young People Policy*.

2.1.6 Candidate Briefing Pack:

2.1.6.1 The candidate briefing pack will include:

- the main duties and responsibilities of the role
- the individual's responsibility for promoting and safeguarding the welfare of children and young people that s/he is responsible for, or comes into contact with.
- Health and Safety criteria for all roles, including reference to Covid vaccination requirements.
- Wellbeing and Emotional Resilience expectations.
- department organisation chart.
- the required person specification for the role and for shortlisting purposes, including:
 - Essential and desirable qualifications, taking careful consideration to minimise essential requirements to ensure we are accessible for the widest group of candidates.
 - Professional registration(s).
 - Relevant professional experience and expertise.
 - Any other essential and/or desirable requirements needed to perform the role, along with the competencies, skills, and qualities that the successful candidate should be able to demonstrate.
- Equity, Diversity & Inclusion statement.
- Our Promises.

2.1.7 Applying for a Position:

The positions for which candidates are applying are likely to involve significant opportunity for access to children and young people, it is important that applicants provide legally accurate and transparent answers. A criminal record self-disclosure form will be sent to shortlisted candidates to complete and must be received by The Children's Trust prior to interview. Disclosure of a criminal record may not exclude a candidate from appointment and shall be considered under the *Recruitment of Applicants with a Criminal Record Policy*.

Many roles at The Children's Trust are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) and as such, are subject to an Enhanced DBS check. Successful applicants will be required to complete an Enhanced Disclosure & Barring Service (DBS) check, which will disclose all unspent convictions and adult cautions and any spent convictions or adult cautions that would not be protected. The exceptions to this are our retail roles within The Children's Trust shops, which are subject to Basic DBS checks and will disclose unspent convictions or adult cautions.

It is acknowledged that applicants may occasionally fail to disclose relevant convictions on their criminal record self-disclosure form (that are not subject to DBS filtering) due to a number of reasons, not least the complexity of the legislation. Where applicants do not declare relevant criminal convictions and cautions, the reasons will be discussed with the applicant before making a decision as to whether it impacts the offer of employment. For more information about DBS filtering, refer to *Disclosure Barring Service (DBS) Checks Policy*.

If a new joiner is unsure whether they are required to disclose criminal information, the Recruitment & Compliance team will recommend that they seek legal advice or contact Nacro or Unlock for impartial advice. There is also more information on filtering and protected offences on the Ministry of Justice website.

Whether the candidate is currently working (or has previously worked) with children/vulnerable adults or not, The Children's Trust will ask their current and/or previous employer(s) whether the candidate has been the subject of any safeguarding allegations or concerns [and if so, the outcome of any enquiry] as part of the referencing process.

Candidates will be asked to declare whether they know, are related to, or are in a relationship with, anyone at The Children's Trust on the application form. If appointed into the role, should an applicant be related to a current member of staff, a *Professional Boundaries Risk Assessment* (available on IRAR) must be completed to assess the risk of continuing the offer of employment along with a signed declaration of personal relationship at work form which can be found in the *HR128 Declarations Policy*. If the risks identified can be satisfactorily mitigated and the offer of employment deemed appropriate to progress, the completed Risk Assessment should be retained in the individual's personnel file.

2.1.8 Shortlisting & Selection:

Immediately after the closing date, the recruiting line manager and second interview panel member will be able to shortlist the received applications, via Access Recruit.

Shortlisting must be undertaken by at least two people both of which should also be involved in the interview process and who are safer recruitment trained. As a minimum requirement at least one safer recruitment trained interviewer must sit on the interview panel, but ideally both should be sufficiently trained.

If a member of staff involved in the recruitment and selection process knows a candidate personally, they must disclose this as a conflict of interest as soon as they are aware and avoid any further involvement in the process.

The shortlisting panel must discuss and provide feedback either verbally or in writing to their Recruitment Lead on all candidates, confirming which candidates have been shortlisted for interview, within 48hrs.

Non-shortlisted candidates should be returned at the same time, with reasons for rejection, to

provide feedback, should the candidate request it.

Candidates that are shortlisted, are then sent the criminal record self-disclosure form to complete and return to the Recruitment & Compliance Manager before their interview. We are unable to confirm their interview until this form is returned and reviewed by the Recruitment & Compliance Manager.

2.1.9 Interviews

The interview should assess the merits of each candidate against the job description and person specification and explore their suitability to work with children, young people and adults at risk.

Travel expenses will not be reimbursed to candidates; however, the Recruitment & Compliance Team will ensure that parking spaces are booked for those candidates traveling by car. Should a candidate have a reasonable request to support with travel costs, then this will be considered on a case-by-case basis by the Recruitment & Compliance Manager.

Interview panels must consist of a minimum of two members of staff, at least one of whom must have received Safer Recruitment training. For further information and details on how to complete this, contact the Recruitment & Compliance Team. For school posts, two members of the interview panel should also have been involved in shortlisting.

Interview questions (using the interview questions template provided by the Recruitment & Compliance Team) and any required assessments/ interview tasks, will be discussed during the initial vacancy meeting (held at the beginning of the recruitment process) with the final version(s) produced by the recruiting line manager soon after and returned to the Recruitment Lead.

All candidates must be asked the same questions that appear on the interview questions template, with summary notes of replies recorded.

All applicants must be asked questions relating to safeguarding and/or to determine their suitability to work with children, young people and vulnerable adults, where it is relevant to the role. For school posts, candidates will be asked about their reason for applying for the role.

In addition to the above, for Senior Leadership Team and Trustee roles, as well as other senior and/or relevant roles (where deemed appropriate) a Children & Young Person's Panel will also be included as part of the interview process, to include the views of the children and young people and support the overall appointment process/ decision.

Any information in regard to past disciplinary action or allegations, unspent cautions or convictions and those that are not protected will be risk assessed and discussed with the candidate and considered in the circumstances of the individual case, during the recruitment process. For school posts, any concerns raised by the references will also be discussed with the candidate. The risk assessment meeting will take place once the DBS checks have come back, during the pre-

employment checking process by The Recruitment & Compliance Manager and the Registered Manager. For further information, see *Disclosure & Barring Service (DBS) Checks Policy*.

Each member of the interview panel is responsible for individually completing, scoring, and signing their set of interview questions for each candidate, detailing the interview outcome. The panel may decide to pool their scores and complete one form per candidate, if there are time constraints or if there is a Recruiter on the interview panel to specifically take interview notes for virtual interviews, if all members of the panel sign the completed document. Scoring and selection must be as objective as possible, defensible, and non-discriminatory.

Interview questions should be returned to the Recruitment & Compliance Team either immediately after the interviews or within 24hrs of the interview(s) taking place.

Interviews should be held face to face, to fully explore the candidate's suitability to work with children and young people, as well as his/her suitability for the role. However, alternative measures may be used (i.e., video interviews, via MS Teams) should this not be possible, for example during the Covid pandemic, or to make the process accessible for all candidates.

The Recruitment & Compliance Team will arrange and administer all interviews and liaise with candidates throughout this process. The interviewing panel will prepare all necessary interview packs prior to interview (unless separate arrangements have previously been agreed locally for specific roles/ departments, e.g., Children's Support Assistants and/ or The Children's Trust School).

During the interview, one member of the panel must check the candidate's employment history, to clarify any significant, unexplained employment gaps and check time spent working with children, young people and/or vulnerable adults. At this point, the panel should also ask whether the candidate would like to highlight anything about their employment history to the panel, as well as explain that if successful, candidates will be expected to complete a full Employment History in detail to include reasons for leaving roles which involved working with children, young people and/or vulnerable adults. This information must be noted and fed back to the Recruitment & Compliance Team, to check these details against pre-employment checks conducted, should the candidate be successful.

Panel members should discuss and agree on the appointment of the successful candidate(s) within 24hrs of all interviews having taken place.

2.1.10 The Children's Trust School - Interview Arrangements:

All roles within The Children's Trust School require a completed application form, in order to be considered for shortlisting; C.V.'s may be included to complement applications but will not be accepted on their own.

Due to regulatory requirements, The Children's Trust School should request and obtain two professional references for each shortlisted candidate, **prior to interview**. Ordinarily, one of these should be from the individual's current and/ or most recent employer.

If a candidate does not provide their consent for a reference to be obtained from their current employer at this stage, the individual must write a letter of explanation to the Director of Education/ Headteacher for his/her consideration.

In addition to the above, candidate's shortlisted to interview at The Children's Trust School, must bring original copies of all relevant qualifications and Professional Registrations, along with photographic proof of identification with them, when attending their interview.

2.1.11 Job Offers - across the Organisation:

Offers of employment must not be made at interview.

In agreement with the recruiting line manager, the Recruitment & Compliance Team will make a verbal job offer and agree a provisional start date, considering all required pre-employment checks and Induction programme dates. To do this, the Recruitment & Compliance Team will require written confirmation of the offer details, from the recruiting line manager (via email) including:

- Role title.
- Name of recruit.
- Salary.
- Salary point applicable to AFC scale only.
- Contract type.
- Working hours.
- Working pattern.
- Reporting manager.
- Team within department.
- Direct reports (including names).
- Provisional start date.
- Resource cost centre.
- Any additional special requirements/ variations, e.g., notice period, probation period or working out of office hours.

The Recruitment & Compliance Team will also contact the unsuccessful candidates, providing feedback where requested and based on the detail included from the interview questions.

Once the verbal job offer has been accepted, the Recruitment & Compliance Team will draft and issue the prospective candidate's offer letter and employment contract, subject to the satisfactory completion of all required pre-employment checks within 72 hours from the offer being made.

Should the successful candidate not accept the offer of employment, the Recruitment & Compliance Team will contact the recruiting line manager, to ascertain whether the role should be offered to the second-choice candidate, or whether the role will need to be re-advertised.

2.2 ONBOARDING & PRE-EMPLOYMENT CHECKS

No employee may start work at The Children's Trust until all pre-employment checks have been satisfactorily completed.

In exceptional circumstances, i.e., where the business need may be deemed critical, a member of staff who is not to be employed in regulated activity (i.e. not child or adult facing) may be able to commence work remotely prior to the completion of the DBS process, if all other pre-employment checks have been satisfactorily completed. This must be approved in writing by the Registered Manager/Responsible Individual; the Director of People & Culture; and the relevant recruiting Director. A full Risk Assessment must also be conducted, to ensure that the children and vulnerable adults in our care are safeguarded.

Additionally, where all pre-employment checks have been satisfactorily completed and by agreement of the Head of People Development & Volunteering, a member of staff may be allowed to start outside of the usual Induction dates, should the business need be deemed critical. In this instance, a full Risk Assessment must be completed (available on IRAR) along with the assurance that the staff member will attend the following Induction date(s).

2.2.1 The Children's Trust Pre-Employment Checks:

Further guidance and detail on each required, regulatory check can be found within the People Team's Compliance Guidance Manual. All pre-employment checks must be carried out by the Recruitment & Compliance Team, including but not limited to:

- **Proof of I.D.:** photographic proof of identification is required for all candidates; original documentation must be seen by a member of the Recruitment & Compliance, prior to joining The Children's Trust.
- **Application Form:** all individuals employed directly by The Children's Trust must complete an application form; in some cases, an NHS Application Form may be used, should the applicant be applying for a role posted on NHS Jobs.
 - The Children's Trust application form for employment explains that many roles at The Children's Trust are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and amendment order 2020. Details of all unspent cautions and convictions and those that are not protected must be disclosed via a criminal record self-disclosure form after candidate shortlisting has taken place. Where these have been disclosed a risk assessment will be conducted to assess the applicant's suitability for the role after offer by the Recruitment & Compliance Manager and Registered Manager.
 - All internal opportunities, require current staff to complete an internal application form (via Access Recruit) to be considered for the role.
 - Staff moving from the bank service into permanent employment, must complete The Children's Trust application form.
 - Conversely, staff leaving permanent employment, but moving to the Bank service are not required to complete an application form. However, for the member of staff to join our Bank service, their current Line Manager must advocate this move, by selecting the

Bank service option on the Leaver's Form in SelectHR, to be considered and processed by the Bank Staff Coordinator and People Team.

- **Employment History:** all new staff are required to provide a full employment history, dating back from school leaving age (i.e., 16 or 18 years) and listed in DD/MM/YYYY format. Any employment gaps (i.e., two days or more) must be documented, along with reasons for leaving all previous employment when working with children and/ or vulnerable adults. The completed employment history must be used to check against dates provided by referees, with discrepancies explored and clarified by both referees and the new joiner.
- **Professional References:** professional references should cover the last three years of employment as a minimum and must be obtained from two independent referees. One of the professional references must be from the applicant's current or most recent employer, to assess an applicant's suitability to work with children, young people and vulnerable adults. Written permission should be gained from the candidate before requesting any references. For school posts, if the candidate is not currently working with children but has done so in the past, the second reference must be from the last place where the candidate worked with the children.

Where an individual has worked at the same organisation for a significant period of time (e.g., seven years or more) two references from the same organisation may be obtained, from two different people of seniority, e.g., line manager/ supervisor and/or an HR employment confirmation. In this instance, the Recruitment & Compliance Team may also attempt to obtain a third reference from a separate organisation, where possible.

When professional references are not available, academic and/or volunteer references may be sought, as alternatives. Character references should only be used in exceptional circumstances, e.g., if it's the individual's first job from leaving school/ college.

In some instances, it may not be possible to obtain a reference from an organisation, e.g., due to retention periods. In these cases, the Recruitment & Compliance Team will document this by completing an Unavailable Reference Form, recording the attempt to obtain the reference and the reason why we have been unable to do so.

Despite our best efforts to obtain all required information when requesting references, e.g., whether there are any safeguarding concerns about an individual, it is acknowledged that a large proportion of organisations do not provide this information, due to their own internal policies.

All references must be verbally verified and recorded on file by a member of the Recruitment & Compliance Team or an approved member of staff, using a Reference Verification Form.

In some instances, it may not be possible to verbally verify a reference, e.g., due to organisational policy. In these cases, the Recruitment & Compliance Team will document this by completing an Unable to Verbally Verify Reference Form, recording the attempts to do so, and the reason why it has not been possible to do so.

Reference requests for previous members of staff should be directed to the HR Business Partnering Team; further information and guidance can be found in The Children's Trust Staff Handbook.

- **Historical References:** The Recruitment & Compliance Team will attempt to obtain historical references for all candidates, whose professional references fail to cover the last three years of employment, and/ or where the professional references returned are deemed unsatisfactory. E.g., when the Referee has provided inadequate/ incomplete details; and/ or where the information provided raises concerns, or contradicts the information already provided by the candidate.
- **Reference Check Form:** once the required references have been obtained, the Recruitment & Compliance Team will upload them to Access Onboarding, to allow the Recruitment & Compliance Manager or relevant Recruitment Lead to review and approve. They will confirm their approval/ rejection of the obtained references, via Access Onboarding, documenting their review and decision. If the references obtained are not to the Recruitment & Compliance team's satisfaction, they will be shared with the recruiting line manager providing an explanation as to why, along with any further requirements listed to come to a collective decision.
- **Offer Letter & Contract:** The Recruitment & Compliance Team will produce the new joiner's offer letter and contract, based on information provided by the recruiting line manager. Once issued, the new joiner must return a signed copy of their contract (prior to starting at The Children's Trust) which is to be placed on their personnel file, along with a copy of the relevant candidate briefing pack.
- **Right to Work:** all staff must hold the right to work within the UK to satisfy employment law requirements; original documentation evidencing the new joiner's right to work must be seen, with a copy taken and kept on their personnel file, along with the completed Home Office Right to Work Checklist. This is to include birth certificates, where available, for all staff and evidence of any name changes where applicable.

EU settlement scheme: from 01/07/2021 this now also includes a settlement status check as per the Home Office EU settlement scheme for those non-UK nationals. This checking service is conducted by the Recruitment & Compliance Team via the government website following the candidate consenting and providing their 'share code'. Evidence is then kept on the new joiner's personnel file.

- **Visa/ Residence Permits:** where applicable, overseas recruits must provide original Visa/ Residence Permit documents to be checked and copied by the Recruitment & Compliance Team. The copy taken must be kept on their personnel file, along with the completed Home Office Right to Work Checklist; dates and restrictions must be checked and recorded, to ensure that any required repeat checks are conducted, prior to the expiry date.
- **Disclosure & Barring Service (DBS) Check:** under the Protection of Freedoms Act 2012, we have a legal responsibility to ensure that we carry out checks on anyone engaged in regulated activity. However, these checks must only be carried out against the appropriate Barred List, i.e. Children's, Adult's or both, depending upon the requirements of the role (for further information, see *Disclosure & Barring Service Checks Policy*).

In line with the *Disclosure & Barring Service Checks Policy*, no staff member should commence in post until the completion of the DBS check (where relevant). In exceptional circumstances, e.g., where the business need is deemed to be critical, a member of staff who is not to be employed in regulated activity (i.e. not child or adult facing) may be able to commence work remotely prior to

the completion of the DBS process, as long as all other pre-employment checks have been satisfactorily completed. Approval must be provided in writing, by the Registered Manager/ Responsible Individual, the Director of People & Culture and the recruiting Director. A full Risk Assessment must also be conducted, to ensure that the children and vulnerable adults in our care are safeguarded.

- **Certificate of Good Conduct/ Overseas Police Check:** in addition to a DBS Check, any new joiner who has resided in another country for more than three months within the last 10 years, will be subject to a Certificate of Good Conduct/ Overseas Police Check from that country (where available). For the school, appropriate extended overseas checks will be carried out at the discretion of the Director of Education. Where certificates are not automatically translated to English by the issuing body, an independent translation service must verify and translate the outcome of the check into English. A copy of this should be attached to the Certificate of Good Conduct/ Overseas Police Check.

In conjunction with the above, for those who have recently moved to the UK, a DBS check should be completed within three to six months of arriving in the country.

Where a Certificate of Good Conduct/ Overseas Police Check is delayed and the certificate has not yet been issued, a candidate may be permitted to start, if all other pre-employment checks have been satisfactorily completed. A Risk Assessment (available on IRAR) will be completed, with safeguarding procedures put in place to ensure the new joiner is appropriately supervised, until the required check is completed; the new joiner must be made aware of and agree to these procedures.

For anyone who has taught overseas, The Children's Trust will contact the relevant teaching regulatory body to confirm that the person was a registered teacher and that there are no known concerns about their suitability.

- **Occupational Health Check:** all successful candidates must complete a pre-employment health questionnaire, prior to starting their role. The information contained within the questionnaire is confidential and must be returned directly to the Occupational Health department, where it will be reviewed by an Occupational Health Advisor to ascertain that the new joiner is physically, mentally and emotionally capable of carrying out the duties of the role. Should there be any concerns, or any additional information required (e.g. vaccination details) the occupational health department will liaise directly with the new joiner. Once all details are confirmed and assuming there are no further concerns, a "Fitness to Work" confirmation must be provided to the Recruitment & Compliance Team, and a copy of which kept on the employees file.

Should there be any adjustments required to the new joiner's working arrangements, the occupational health department will liaise with both the new joiner, the recruiting line manager and the HR Business Partners. Where necessary, a risk assessment may be required to mitigate any risks and/or adjustments; the occupational health service and HR Business Partners will assist the recruiting line manager in producing and understanding this.

The Children's Trust will endeavour to accommodate required adjustments, as advised by the occupational health service. However, due to the nature of some roles, it may not be reasonably practicable to meet the required adjustments, as they may significantly impact the key duties required for the role and/ or risk the safety of the children and young people in our care. As a result, it may be necessary to withdraw an offer of employment.

- **Qualifications:** original documentation of all essential qualifications, as listed in the candidate briefing pack, must be checked by the Recruitment & Compliance Team, with a copy taken and placed on the new joiner's personnel file.

In some cases, where a candidate may not hold the required qualifications, relevant and equivalent professional experience may be deemed acceptable, if competently demonstrated through the interview process. Where this is the case, a Note to File will be produced and signed by the recruiting line manager, to add to the new joiner's personnel file.

- **Professional Registrations:** for those staff who are required to hold and maintain a professional registration (e.g., Teachers, Doctors, Nurses, Therapists and Social Workers) original documentation evidencing this must be checked against the appropriate register, to ensure that they are fit to practice and not in contravention of a prohibition order; an interim prohibition order; or any other disqualification or restriction.

2.2.2 The Children's Trust School - Pre-Employment Checks:

In addition to the above, anyone appointed into a teaching role will be required to undergo a Secretary of State Teacher Prohibition Order check, to ensure that they are not prohibited from teaching as defined in the Teachers' Disciplinary (England) Regulations 2012.

Historic General Teaching Council for England (GTCE) sanctions and restrictions – there remain a number of individuals who are still subject to disciplinary sanctions, which were imposed by the GTCE (prior to its abolition in 2012). The Children's Trust School to conduct GTCE checks via the TRA Secure Access system where applicable.

Individuals who have lived or worked outside the UK - Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether it was in an EEA country or the rest of the world. These checks include:

- overseas police checks (as defined in section 2.2.1)
- obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional

body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK ENIC.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available schools and colleges should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in *DfE Guidance: Recruit teachers from overseas*.

The Children's Trust School is obligated and responsible for maintaining a Single Central Record (SCR) of all pre-appointment checks conducted for relevant staff; this is managed by the School Office Manager; however, upon appropriate notice, there may be times when the Recruitment & Compliance Team may be required to provide relevant information to the School Office Manager, to update and maintain the SCR.

2.2.2.1 Disqualification under the Childcare Act 2006 Regulations 2018

The childcare disqualification arrangements apply to staff working with young children in childcare settings, including primary schools, nurseries, and other registered settings, such as childcare provisions on college sites. The arrangements predominantly apply to individuals working with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care.

For staff who work in childcare provision, or who are directly concerned with the management of such provision, employers need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualifications Regulations 2018.

An individual cannot provide childcare provision if any of the following criteria are met:

- Inclusion on the DBS Children's Barred List.
- Being found to have committed violent and sexual criminal offences against children and adults.
- Orders have been made against them in relation to the care of their own children.
- Refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering; or
- Being found to commit an offence overseas which would constitute an offence regarding disqualification.

The Children's Trust will ask applicants who are covered by the relevant settings on the criminal record self-disclosure from at shortlisting as outlined in sections 2.1.7 & 2.1.8. Applicants will be asked whether they are disqualified from working with children. Applicants will be informed that they are

not expected to disclose any protected convictions under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

2.2.2.2 Early Years Foundation Stage (EYFS) Candidates:

All candidates offered a post within the Early Years Foundation Stage or working with children aged eight and under will be requested to complete a declaration, stating that they are not disqualified under the Childcare Act 2006 Regulations 2018.

The charity will consider any information disclosed before deciding whether to proceed with an offer. The Children's Trust will not knowingly employ any person to work in childcare or relate to the management of childcare, if they are 'disqualified'.

Statutory guidance applying to the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations also applies to volunteers, supply/agency staff, self-employed contractors and staff of other organisations contracted by The Children's Trust to supply childcare and school governors who volunteer with EYFS or are concerned with their daily management.

2.2.2.3 Disqualification from Caring for Children Regulations 2002

The Disqualification from Caring for Children Regulations 2002 prevent anyone from caring for children in a children's home, as a social worker or as a private foster carer if they meet certain criteria.

Again, The Children's Trust will ask applicants who are covered by the relevant settings on the criminal record self-disclosure form at shortlisting as outlined in sections 2.1.7 & 2.1.8. Applicants will be asked whether they have any reason to believe that they are disqualified from caring for children and to provide details if so.

2.2.2.4 Additional Checks for the Senior Leadership Team & Board Trustees:

When appointing Senior Leadership Team members, The Children's Trust will carry out additional checks (see Appendix 2) to ensure that any applicants appointed are fit and proper for the role. This means that applicants should be of good character, have the required skills, experience and knowledge, and their state of health should enable them to carry out their management function. The applicant should also be asked about any potential conflicts of interest that may compromise them in their ability to carry out their role.

For information and guidance when appointing new Board Members (i.e. Trustees / Non-Executive Directors) refer to the *Volunteering Policy*.

2.3 RECRUITMENT OF BANK STAFF

As per the above procedures laid out in Section 2.1.5, application forms will be received and shortlisted via Access Recruit, to shortlist for interview.

All Interviews and associated arrangements should be carried out in accordance with the guidelines in Section 2.1.

Bank staff are subject to the same pre-employment checks as permanent staff.

The Recruitment & Compliance Team will agree induction dates and issue an offer letter.

Additionally, staff leaving The Children's Trust may request to remain on the bank service, immediately after leaving their permanent position (except where an individual is leaving due to redundancy, in which case a period of six months must be allowed to pass). Their Line Manager should highlight this when completing the Leavers Form in Access SelectHR, which will then be considered and processed by the Bank Staff Coordinator and People Team, respectively.

For any member of staff leaving permanent employment and joining the bank service, there must be a minimum of an eight-day working break (i.e. Sunday to Sunday), from the day that they leave their permanent employment. This is to ensure that there is a clear end to their Continuous Service, and that this is not carried over.

2.4 RECRUITMENT OF TEMPORARY AND VISITING WORKERS:

On occasion, where it is identified that there is a business need, the organisation will engage temporary staff. For further information regarding the process and pre-employment checks required, please refer to the *Temporary and Visiting Workers Policy*.

2.5 ADDITIONAL REQUIREMENTS FOR THE REGISTERED MANAGER AND RESPONSIBLE INDIVIDUAL

When appointing the Registered Manager, The Children's Trust must ensure that the pre-employment checks conducted satisfactorily evidence that the individual is:

- Of good character and integrity.
- Has the necessary qualifications, skills, and experience to manage the regulated activity service effectively (the size of the service, its statement of purpose, and the number of children and young people, should be taken into account when considering/ appointing candidates).
- The appropriate experience should be equal to, or greater than:
 - holding a position relevant to the residential care of children, for at least two years, within the last five years.

- worked for at least one year in a role requiring the supervision and management of staff working in a care role.
 - and as a minimum, hold the Level 5 Diploma in Leadership & Management for Residential Childcare (England) or a qualification that The Children’s Trust deems to be equivalent to the Level 5 Diploma.
- Physically and mentally fit and able to perform the role (after any reasonable adjustments may have been made).
 - Financially fit.
 - Able to satisfy and provide evidence of the requirements as set out in Schedule 3 of the Health & Social Care Act 2008 (Regulated Activities) Regulations 2014, and Schedule 2 of The Children’s Homes (England) Regulations 2015.

In addition to the above, the prospective candidate will also be required to undergo the necessary regulatory approval interviews, conducted by our external Regulators, to formally be appointed into the role of Registered Manager.

When appointing the Responsible Individual, The Children’s Trust must ensure that the pre-employment checks conducted satisfactorily evidence that the individual meets the requirements as outlined above, except for the leadership and management qualification stated. The individual must:

- be of good character and integrity
- be physically and mentally fit and able to perform the role (after any reasonable adjustments may have been made).
- have the capacity, experience, and skills to supervise the management of the regulated activity service.

2.6 RETENTION & SECURITY OF DISCLOSURE INFORMATION AND OTHER RECORDS

The Children’s Trust observes the guidance issued and supported by the DBS on the use of disclosure information. For further information, refer to the *Disclosure & Barring Service (DBS) Checks Policy*.

For all other information, The Children’s Trust retains and securely destroys relevant data, as stated in the *Record Retention & Disposal Policy* and *Data Protection Policy*, in accordance with the Data Protection Act (2018) and the General Data Protection Regulations (2018).

For information relating to how the People Team handles your data, refer to the *People Privacy Policy*, available on the Loop.

2.7 INDUCTION

As per the *Training & Development Policy*, all new employees and volunteers are required to attend The Children’s Trust induction programme. In addition, staff who deliver direct care will participate

in a programme of orientation during their first six months in post. Each department is responsible for providing departmental orientation to new joiners. This will require attendance at compulsory training sessions relevant to their job roles.

Each new employee is required to visit Reception during their Induction, to have their photograph taken for their Identity Card and be issued with the appropriate lanyard. Staff must agree and adhere to the Guide to Lanyards at The Children's Trust document (available on the Loop).

3.0 Document Change Control

Version	Status	Description (of changes)	Reviewed by	Reviewed/ Issued Date
1.0	Draft	<ul style="list-style-type: none"> • 2.1.2 – The advertisement - Added in adverts & JD section around new content – Covid vaccination statement, new staff benefits, EDI statement, our promises. • 2.1.7 - Added in reference to candidates completing criminal self-disclosure forms after shortlisting. • 2.1.7 – amended wording around filtering as per CE feedback & added in reference to Nacro or Unlock for legal advice rather than to the R&C team. • 2.1.8 - Removing reference to the scoring shortlist checklist for shortlisting applications - in practice this is difficult to obtain from hiring managers and therefore inconsistent – view that an additional form to complete. Also, Shirley/Emma shortlist CSAs on behalf of the clinical team. • 2.1.8 – added in reference to the criminal self-disclosure form to be completed after shortlisting and before interview. • 2.1.9 – added in reference to school posts requiring that both members of the interview panel are to be involved in the shortlisting of candidates also as per CE feedback. • 2.1.9 – added in from CE – “For school posts, candidates will be asked about their reason for applying for the role”. • 2.1.9 – re-worded detail around unspent cautions and convictions. • 2.2 - re-worded detail around unspent cautions and convictions. • 2.2. professional references – added in sentence with reference to school post references as per CE feedback. • 2.2 Reference check form - Changes to the line manager reference check form following discussion earlier this year to remove with Claire and Mike. To be signed off by the Recruitment Lead or Recruitment & Compliance Manager, unless an area of concern highlighted in the reference. • 2.2. right to work - to include birth certificates and evidence of name changes. Added reference to the EU settlement scheme and checking service. 	Emma Banyard	November 2021

		<ul style="list-style-type: none"> • 2.2 – certificate of good conduct/overseas police check - For the school, this is now ‘anyone that has worked overseas’ – there is no time limit. So you will need a rationale for only going back 10 years. • 2.2 - certificate of good conduct/overseas police check – added in as per CE feedback “For anyone who has taught overseas, The Children’s Trust will contact the relevant teaching regulatory body to confirm that the person was a registered teacher and that there are no known concerns about their suitability”. • 2.2.2 - School Pre-employment checks – Added additional laws and regulations around the school as per KCSIE, removed the s128 checks, added GTCE sanctions and restrictions, those lived outside of the UK following Brexit. • 2.2.2.1 - Disqualification under the childcare act 2006 regulations 2018 – reworded to reflect KCSIE. • 2.2.2.3 – added in reference to Disqualification from Caring for Children Regulations 2002. • 2.3 – Recruitment of volunteers – consulted with Anna Wilson and updated as per her comments. • Appendix 2 – removed reference to S128 checks as per KCSIE 2021. • Ensured all policies were correctly named with most updated versions. 		
1.1	Draft	<ul style="list-style-type: none"> • Received feedback from critical reviewers and made necessary checks and grammatical changes. • To note, requested feedback from Director of Education, but was unable to obtain this. • 2.1.9 – added in the following wording from MO; “The interview should assess the merits of each candidate against the job description and person specification and explore their suitability to work with children, young people and adults at risk”. • 2.3 – removed recruitment of volunteers section as per critical review. • 2.8 – shortened induction detail and referenced <i>Training & Development Policy</i>. 	Mike Maddick Claire Shiels Michele Okuda	December 2021 – February 2022
1.2	Approval at FFGPC	<ul style="list-style-type: none"> • Query around clarifying the scope of this policy to not include volunteers e.g. governors and trustees from FS – now removed. 	FFGPC	July 2022

2.0	Final - Issued	Published to the Loop		Sept 2022
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Appendix 1 – Stakeholder Engagement Checklist

Review and complete the following checklist to indicate which stakeholders were consulted in the development of this policy.

#	Question	Yes/ No	Stakeholder(s) to be consulted
1	Is there a statutory requirement to have in place this particular policy/ does the policy need to comply with detailed legislation?	Yes	Audit, Risk and Governance team
2	Is implementation of the policy (or any element of it) dependent on the use of new or existing information technology?	No	Head of IT
3	Does implementation of the policy (or any element of it) place any demands on/ or affect the activities of the Estates and Facilities teams (e.g. does it impact the provision or maintenance of premises, equipment, vehicles or other TCT assets)?	No	Head of Estates
4	Does implementation of the policy or any element of it involve/ impact the processing of personal data?	Yes	Data Protection Officer
5	Does implementation of the policy require significant unbudgeted operational or capital expenditure?	No	Finance Director
6	Does implementation of the policy (or any element of it) directly or indirectly impact on the delivery of services / activities in other areas of the organisation? E.g. a policy written by a clinical lead in CF&S might impact on the delivery of care for CYP attending the School.	Yes	Relevant, impacted OLT members
7	Is there a need to consider Health and Safety or potential environmental impacts in developing and implementing the policy?	No	Health and Safety Manager
8	Have you consulted with a representative of those who will be directly impacted by the policy?	Yes	Mike Maddick, Claire Shiels, Sam Newton
9	Is there a need to consider Equity, Diversity and Inclusion in developing and implementing the policy?	Yes	EDI Lead
10	Is there a need to consider sustainability and potential environmental impacts in developing and implementing the policy?	No	Lead for Responsible Organisation
11	Please detail any other stakeholder groups consulted, if applicable.	N/A	

Appendix 2 – SLT/Executive Directors Additional Checks

SLT / Executive Directors
<p>Proof of I.D.</p> <ul style="list-style-type: none"> • Copy of passport (to be kept with Right to Work, along with copy of any relevant <i>Change of Name</i> documentation, e.g. Marriage Certificate, Decree Absolute, Deed Poll Name Change (where relevant)) • Recent photo (within the last three years: date and sign back of photo)
<p>Employment & Social Care History</p> <ul style="list-style-type: none"> • Listing all previous employment (DD/MM/YYYY) from school leaving age (16yrs) onwards including periods of education and voluntary work that explain periods of unemployment
<p>Application Form</p> <ul style="list-style-type: none"> • TCT Application Form completed, signed & dated
<p>Current Job Description / Candidate Briefing Pack</p> <ul style="list-style-type: none"> • As per all other TCT employees
<p>Two x Professional References & Line Manager Reference Check</p> <ul style="list-style-type: none"> • One from current and/or most recent employer
<p>Historical References</p> <ul style="list-style-type: none"> • Obtained for all candidates, whose professional references fail to cover the last three years of employment, and/ or where the professional references returned are deemed unsatisfactory
<p>DBS</p> <ul style="list-style-type: none"> • At least every three years; as of August 2020, all staff (excluding Bank, Fixed Term Contract (FTC), Retail and non-child-facing volunteers) will be required to join the DBS Update Service, within 30 days of issue of their paper DBS certificate. The Update Service subscription will be rechecked annually thereafter
<p>Right to Work</p> <ul style="list-style-type: none"> • HMRC Right to Work Form completed, with copies of accompanying documents kept on file • If required, copy of original Residence Permit and UK Entry Clearance stamped, signed & dated, obtained from original Passport • Visa Sponsorship details kept on file, i.e. copy of BRP document (both front and back) stamped, signed & dated
<p>Overseas Police Check</p> <ul style="list-style-type: none"> • (Required if resided in another country for more than 3 months within the last 10 years - where available) • Copy of original stamped, signed and dated; must be independently translated and verified into English, by relevant professional organisation
<p>Occupational Health Check</p> <ul style="list-style-type: none"> • As per all other TCT employees
<p>6 month Probationary Review</p> <ul style="list-style-type: none"> • Confirmation letter and/or Review paperwork; signed and dated by employee and manager(s)
<p>PDR</p> <ul style="list-style-type: none"> • Most recent PDR on file • Signed & dated by employee and manager(s)
<p>Induction Note</p> <ul style="list-style-type: none"> • As per all other TCT employees

<p>Signed Offer Letter and Terms & Conditions</p> <ul style="list-style-type: none"> Signed & dated by employee and either the Chief Executive or Director of People & Culture
<p>Shortlisting notes / Signed Interview Questions & Notes</p> <ul style="list-style-type: none"> Signed & dated by all interviewing panel members
<p>Professional Qualifications</p> <ul style="list-style-type: none"> Copies of originals stamped, signed and dated
<p>Professional Registrations</p> <ul style="list-style-type: none"> Copies of originals/evidence stamped, signed and dated
<p>CQC Notification (Actioned by Registered Manager)</p> <ul style="list-style-type: none"> Registration Application Form completed for every new appointment Copy of completed form to be added to individual's file
<p>Companies House Database of Disqualified Directors Search (Actioned by People Team)</p> <ul style="list-style-type: none"> Note to file and/or screenshot/print-out of check; stamped, signed and dated.
<p>Companies House Notification</p> <ul style="list-style-type: none"> N/A for SLT / Executive Directors
<p>Charity Commission Declaration Completed</p> <ul style="list-style-type: none"> N/A for SLT / Executive Directors
<p>Charity Commission Register Check</p> <ul style="list-style-type: none"> N/A for SLT / Executive Directors
<p>Insolvency Register Check</p> <ul style="list-style-type: none"> Note to file and/or screenshot/print-out of check stamped, signed and dated