Recruitment, selection and disclosure policy and procedure

1. **Introduction**

The federation is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The federation is also committed to providing a supportive and flexible working environment to all its employees. The federation recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the federation's recruitment policy are as follows:

- 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 equally and consistently;
- to encourage applications from under-represented groups to ensure staffing demographic is representative of student community
- to ensure that no job applicant is treated unfairly on any grounds including race, religion or religious belief, pregnancy or maternity, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age (**Protected Characteristics**).
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE) (formerly the Department for Children, Schools and Families (DCSF)), Safeguarding children and safer recruitment in education (Guidance), Keeping children safe in education (KCSIE) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the federation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

2. **Data Protection**

The federation is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the federation to enable the federation to carry out the checks that are applicable to their role. The federation will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the federation not being able to meet its employment, safeguarding or legal obligations. The federation will process personal information in accordance with its Staff Privacy Notice.

3. **Recruitment and selection procedure**

All permanent roles will be advertised on the CLF website with a job description and person specification. Fixed term roles may be advertised, where appropriate, internally or will be advertised on the CLF website. Roles will be advertised on other platforms as appropriate.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae (CV) will not be accepted in place of the completed application form. CVs attached to application forms will not be considered as part of the shortlisting process.

All applications will then be shortlisted against criteria from the person specification by two members of staff. Should a large number of applications be received then they may be screened against broad criteria and then further criteria to reduce numbers shortlisted further.

Shortlisted applicants will then be invited to attend a formal interview and assessment process at which candidates' relevant skills and experience will be discussed and tested in further detail. Candidates will be assessed against the job description and person specification with all assessments and interviews designed to test all candidates fairly in the key skills and experience needed for the role.

Interview panels will consist of a minimum of two members of staff, three where possible. Selection processes for senior roles such as academy or central leadership positions will consist of various panels, each consisting of a minimum of two members of staff, three where possible. All interviews and assessments will be scored by all panel members and agreed scores will be compiled to assist in determining the successful candidate.

Candidates will be asked on invite to interview if any adjustments are needed and these will be met, where possible, to ensure that all candidates have an equitable chance to demonstrate their skills and experience for the role.

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

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the federation's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which should be from the applicant's most recent employer) which the federation considers to be satisfactory;
- for teaching positions, confirmation from the Teaching Regulation Agency that the applicant is not subject to a prohibition order;
- for leadership positions, confirmation from the Teaching Regulation Agency that the applicant is not banned from management within an education setting;
- the receipt of an enhanced disclosure from the DBS which the federation considers to be satisfactory;
- where the position amounts to "regulated activity" (see section 3.4 below) confirmation that the applicant is not named on the Children's Barred List administered by the DBS*;
- verification of the applicant's medical fitness for the role (see section 3 below); and
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the federation deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

*A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated activity". Whether a position amounts to "regulated activity" must therefore be considered by the federation in order to decide which DBS checks are appropriate. It is however likely that in nearly all cases a Children's Barred List check will be carried out.

Where an internal candidate is appointed to the same or similar post with within the same academy, e.g., a fixed term contract to substantive appointment, checks will be required dependent on the nature of the new role, e.g., if the employee is moving into leadership role then a section 128 check may be required.

Where an internal candidate is appointed to a different post within the same academy, or to any role within another academy, then a check for any live conduct or performance issues will take place. Further checks may be undertaken at the discretion of the recruiting academy.

4. Pre-employment checks

In accordance with the recommendations set out in the Guidance and KCSIE the federation carries out a number of pre-employment checks in respect of all prospective employees.

4.1 Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1*; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form.

(*applicants must always provide their birth certificate as one form of identity unless there is good reason why this cannot be provided). Where an applicant claims to have changed their name by deed poll or any other means (e.g., marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

The federation asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance and KCSIE. Proof of date of birth is necessary so that the federation may verify the identity of, and check for, any unexplained discrepancies in the employment and education history of all applicants. The federation does not discriminate on the grounds of age.

4.2 Online searches

In addition to the checks set out below, the federation reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the Federation. In accordance with KCSIE this will include online searches on shortlisted candidates (**online searches**). The online searches the federation carries out may include searches of internet search engines and websites.

Online searches may be carried out at the shortlisting stage or after an offer of employment has been made (but prior to work commencing). The federation will not carry out online searches as part of its initial sift of applications.

The federation will determine how it approaches online searches on a case-by-case basis. However, all applicants for a role at the federation will be treated consistently with regard to online searches.

Wherever possible online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the federation is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the federation or in an education setting;
- is of a safeguarding nature; and / or
- may have an impact on the federation's reputation (whether positive or negative)

Any information generated from online searches will be entered in an 'Online search results record'. Where online searches are undertaken on shortlisted applicants any relevant information generated will be provided to the interview panel for discussion with shortlisted applicants at

interview. Where online searches are undertaken on the successful applicant only any relevant information generated will be discussed prior to employment commencing. All offers of employment will be conditional upon the federation being satisfied that the successful applicant is suitable to work at the federation in light of any information generated from online searches.

In evaluating any online information for relevance, the federation will use the following criteria:

- whether the information is relevant to the position applied for;
- whether the information is relevant to the applicant's suitability to work at the federation or in an education setting;
- whether the information could have an impact on the federation's reputation (whether positive or negative);
- whether the information calls into doubt the applicant's willingness or ability to uphold the federation's commitment to safeguarding and promoting the welfare of children;
- the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published;
- whether the information reveals a pattern of concerning behaviour; and
- the relevant circumstances and the explanation(s) offered by the applicant.

For successful candidates, the federation will retain information generated through online searches for the duration of the individual's employment and in accordance with its Information and Records Retention Policy after employment ends.

For unsuccessful candidates, the Federation retains the information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.

4.3 **References**

References will be requested for shortlisted candidates prior to interview. No questions will be asked regarding health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the federation. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. The federation will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant and the relevant referee before any appointment is confirmed.

All references will be requested on a reference pro forma. It is the federation's policy that the reference will be limited to this format and content. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded, or malicious; and

- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded, or malicious.

*Questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.

The federation will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The federation will not accept personal references or references taken over the telephone in replace of employment references.

References received will be marked "confidential for the purposes of employment (or prospective employment) of the data subject".

4.4 **Medical fitness**

The federation is legally required to verify the medical fitness of anyone to be appointed to a post with the federation, after an offer of employment has been made but before the appointment can be confirmed.

It is the federation's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. The federation will arrange for the information contained in the Health Questionnaire to be reviewed by the federation's medical advisor. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role i.e., proposed timetable, extracurricular activities, and layout of any academy etc. If the federation's medical advisor has any doubts about an applicant's fitness the federation will consider reasonable adjustments in consultation with the applicant. The federation may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

Successful applicants may be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the federation instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the recruiting manager so that appropriate arrangements can be made.

The federation is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

4.5 **Criminal records check**

Due to the nature of the work, the federation applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for with the federation.

As of 29 May 2013, the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence

An adult conviction will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction;
- it did not result in a custodial sentence and
- it was not imposed for a 'specified offence'.

It will not be removed under any circumstances if it appears on a list of "specified offences" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A spent caution for an offence committed when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- six years have elapsed since the date it was issued; and
- it was not issued for a "specified offence".

A caution received when a person was aged 18 or over will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence

A conviction will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction; and
- it did not result in a custodial sentence; and
- it was not imposed for a "specified offence"

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

The list of "specified offences" which must always be disclosed

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

The federation applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions with the federation which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS. Any position undertaken with, or on behalf of, the federation (whether paid or unpaid), will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

This definition will cover nearly all posts with the federation. Roles which are carried out on an unpaid / voluntary basis will also amount to regulated activity if the above conditions are met, regardless of whether they are supervised Limited exceptions could include an administrative post undertaken on a temporary basis in an academy office outside of term time or a position at the federation's central office.

It is for the federation to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the federation. It is a condition of employment with the federation that the original disclosure certificate is provided to the federation within two weeks of it being received by the applicant. Original certificates should not be sent by post. Applicants must instead bring the original certificate into their place of work within two weeks of it being received. A convenient time and date for doing so should be arranged with their line manager as soon as the certificate has been received. Applicants who are unable to attend at their place of work to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to their line manager. Where a certified copy is sent, the original disclosure certificate must still be provided prior to the first day of work. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the federation.

Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure the Principal/central department lead has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

In accordance with paragraph 3.17 of the Early Years Foundation Stage (**EYFS**) Statutory Framework 2026, any person appointed to work or volunteer in an academy's early years provision is not permitted to begin working or volunteering until the federation has received an enhanced DBS disclosure certificate which it considers satisfactory, and a clear Children's Barred List check.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s).

A self-suitability declaration form will be issued to all shortlisted candidates. Additionally, a child disqualification declaration form will be provided to those applying for roles in early years settings or wrap-around provisions involving children up to the age of eight. Candidates are requested to disclose any information that may appear on a pending DBS certificate so that any relevant matters can be discussed during the interview stage. All individuals required to complete a self-declaration form are also under a continuing obligation to inform the federation of any changes in their circumstances.

4.6 **Right to work in the UK**

All applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist': (Right to work checklist (publishing service.gov.uk)) and in some cases the evidence of your right to work in the UK can also be used as evidence of your identity and address for DBS identity checking purposes.

4.7 The federation will check evidence of your right to work in the UK in accordance with the Home Office 'Code of Practice on preventing illegal working: Civil penalty scheme for employers: 6 April 2022' (which can be found here: https://www.gov.uk/government/publications/illegal-working-penalties-codes-of-practice-for-employers

4.8 **Overseas Check**

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. This includes obtaining an enhanced DBS certificate including barred list information, for those who will be engaging in regulated activity. The federation requests that an overseas check is completed if any individuals have lived or worked outside the UK for over a 3 month period within the last 5 years. The criminal record application is the candidate's responsibility. They will receive guidance from the federation's recruitment team.

Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. If the criminal record check is not available, the federation will undertake a risk assessment which supports informed decision making on whether to proceed with the appointment. Where information is not available, the recruitment team may request overseas references in its place. The referees must be from an employment capacity to confirm conduct of work and behaviour when residing within the country in question.

If an individual has been employed as a teacher and taught outside of the UK, the federation can request the candidate obtains a letter of conduct from the educational establishment in which they worked confirming they have not imposed any sanctions or restrictions, and that they are not aware of any reason why they may be unsuitable to teach.

4.9 **Qualifications Teaching**

The Teaching Regulation Agency's (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS) / Early Careers Teacher (ECT), and the completion of teacher induction or probation. Professional Services - The verification of any qualifications needed for a specific role will need to be completed as part of the vetting process.

4.10 **Secretary of State section 128 direction**

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:

- take up a management position in an independent school, academy, or in a free school as an employee;
- be a trustee of an academy or free school trust; a governor or member of a proprietor body of an independent school; or,
- be a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

A section 128 direction will be disclosed when an enhanced DBS check with children's barred list information is requested, provided that 'child workforce independent schools' is specified on the application form as the position applied for.

Where a person is not eligible for a children's barred list check but will be working in a management position in an independent school, a section 128 check will be undertaken using the TRA's Employer Access service.

4.11 **Prohibitions, directions, sanctions and restrictions**

The prohibition check confirms whether an applicant is prohibited from working within educational establishments. Local authorities, schools and further education institutions must check if a person has been prohibited before confirming the person's appointment. Prohibition checks are a requirement for staff who will undertake any form of teaching; therefore professions such as teachers, tutors, and teaching assistants are eligible for this search.

5. Contractors, agency staff and volunteers

Contractors engaged by the federation must complete the appropriate and relevant checks for their employees as required by Keeping Children Safe in Education and other relevant legislation. The federation requires confirmation that these checks have been completed before employees of the contractor can commence work with the federation. Contractors should provide a letter of assurance confirming these checks have taken place and that their employee is suitable to work with children. Where contractors are self-employed the federation may complete all checks as it would not be appropriate for the contractor to provide a letter of assurance in this instance.

Agencies who supply staff to the federation must also complete the pre-employment checks which the federation would otherwise complete for its staff. Again, the federation requires confirmation that these checks have been completed before an individual can commence work with the federation. Agencies should provide a letter of assurance confirming these checks have taken place and that their employee is suitable to work with children. The federation will independently verify the identity of staff supplied by contractors or an agency in accordance with section above.

Volunteers must also complete the pre-employment checks which the federation would otherwise complete for its staff. The only exception to this requirement is a health assessment that may be completed via a self-declaration.

6. Policy on recruitment of ex-offenders

6.1 Background

The federation will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The federation makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment within the federation. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 6.2 below.

All positions within the federation are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply. A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the federation to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position with the federation. The federation will make a report to the Police and / or the DBS if:

- it receives an application from a barred person;
- it is provided with false information in, or in support of an applicant's application; and/or
- it has serious concerns about an applicant's suitability to work with children.

6.2 Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the federation will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;

- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the federation's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm, or other serious acts of violence; or
- serious class A drug related offences, robbery, burglary, theft, deception, or fraud.

If the post involves access to money or budget responsibility, it is the federation's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is the federation's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

6.3 **Assessment procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the federation will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the HR Director, the Principal/central department lead and the Executive Principal/Executive Director for Education before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the federation will, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

6.4 **Retention and security of disclosure information**

The federation's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information but is under no obligation to do so.

In particular, the federation will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of each academy's senior management team;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for no longer than twelve months. The federation will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

7. Retention of records

The federation is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the federation will retain on his / her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help the federation to discharge its obligations as an employer e.g., so that the federation may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the federation for the duration of the successful applicant's employment with the federation and for 6 years following a member of staff's departure.

If the application is unsuccessful, all documentation relating to the application and assessment process will normally be confidentially destroyed after six months.

8. **Referrals to the DBS and Teaching Regulation Agency (TRA)**

- This policy is primarily concerned with the promotion of safer recruitment and details the preemployment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the federation also has a legal duty to make a referral to the DBS where: an individual has applied for a position with the federation despite being barred from working with children; and/or
    - an individual has been removed by the federation from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have: satisfied the harm test (as defined in section 35 of the Safeguarding Vulnerable Groups Act 2006);
    - committed relevant conduct (as defined in Schedule 3 of the Safeguarding Vulnerable Groups Act 2006); or
    - been cautioned for, or convicted of, a relevant offence (as defined in paragraph 1 and paragraph 2 of Schedule 1 to the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Relevant Offences) Regulations 2009).

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, the federation is under a duty to consider whether it is appropriate to make a referral to the Teaching Regulation Agency where it has ceased to use the services of a teacher because the teacher has been guilty of serious misconduct (or might have ceased to use the services of a teacher on those grounds, had the teacher not ceased to provide those services). The federation may also, at its discretion, make a referral to the TRA where the duty to consider doing so has not yet arisen.

9. The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the HR recruitment team on recruitment@clf.uk.

10. **Providing references to another employer**

In the event a federation employee (existing or former) applies for a post with another employer, the academy/line manager will likely receive a reference request. A professional reference will bear the name of the federation or one of its academies and represent an official statement of the federation's or academy's assessment of an existing or a former employee.

Authorised referees (for professional references): The only employees authorised to give a professional reference will be the Chief Executive Officer, academy Principal, central department lead or a member of the Executive Team (or someone with their express approval). The federation will respond to any reference request in accordance with safer recruitment guidance in force from time to time.

Personal references: Members of staff in posts not listed above may provide personal references for colleagues. Personal references will not be written on the federation's notepaper nor refer to a person's professional performance or their relationship with the federation. Personal references simply record one person's experience of another. Any individual giving such a personal reference is personally responsible

for anything said in that reference. Such references must state that they are personal references and do not represent the views of the federation.

Telephone: Professional references must not be given over the telephone. References given in writing will not be discussed further over the telephone.

Confidentiality: References provided by the federation will be marked "confidential for the purposes of employment (or prospective employment) of the data subject".

Appendix One: List of valid identity documents

Group 1: primary trusted identity credentials
• current valid passport
• e-Visa (via a share code)
• application registration card
• current driving licence photocard – full or provisional (UK /Isle of Man and Channel Islands)
• birth certificate – issued within 12 months of birth (UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
• adoption certificate (UK and Channel Islands)

Group 2a: trusted government / state issued documents
• current driving licence: paper version if issued before March 2000 – full or provisional (UK / Isle of Man and Channel Islands)
• current driving licence: photocard - full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
• birth certificate - issued more than 12 months after time of birth (UK, Isle of Man and Channel Islands)
• marriage / civil partnership certificate (UK and Channel Islands)
• immigration document, visa or work permit (issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non-UK country in which the role is based)
• HM Armed Forces Veteran card (UK)
• HM Forces ID card (UK)
• firearms licence (UK and Channel Islands)

Group 2b: Financial / social history documents
• mortgage statement (UK) **
• bank / building society statement (UK and Channel Islands) *
• bank / building society statement (countries outside the UK)*
• bank / building society account opening confirmation letter (UK)
• credit card statement (UK) *
• financial statement ** - e.g., pension, endowment, ISA (UK)
• P45 / P60 statement **(UK and Channel Islands)
• council tax statement (UK and Channel Islands) **
• letter of sponsorship from future employment provider (non UK only/ only valid for applicants residing outside the UK at the time of application)
• utility bill (UK)* – not mobile telephone
• benefit statement* - e.g., child benefit, pension
• a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands) *- e.g., from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs (HMRC)
• HMRC self-assessment letters (UK)**
• HMRC tax demand letter (UK)**
• European Health Insurance Card (UK; must be valid at time of application)
• Global Health Insurance Card (UK; must be valid at the time of application)

• EEA national ID card (must be valid at the time of application)
• cards carrying the PASS accreditation logo (UK) Isle of Man and Channel Islands; must be valid at time of the application)
• Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
• letter from Head or College Principal (UK) for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided.***
Note: If a document in the list of valid identity documents is: • denoted with * - it should be less than three months old • denoted with ** - it should be less than 12 months old • denoted with *** – it should be less than 1 month old