

Unlocking Potential: Safer Recruitment Policy

Owner:	HR
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Approver:	Trustees / CEO
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Next Review Date: <i>(Reviewed annually - updates in response to changes in legislation and best practice will occur as and when needed.)</i>	September 2025

NB:

- **Scope:** This policy applies to everyone involved in UP's work (e.g. candidates, staff, temporary staff, agency workers, contractors, secondees, trainees/volunteers, Trustees, Governors etc.)
- This policy is written in accordance with all legal requirements and best practice
- **Equal Opportunities:** This policy will never discriminate directly or indirectly against the 9 protected characteristics. Equality of opportunity should be provided for all employees in accordance with the Equality Act (2010). Individuals are invited to provide information about any equality or diversity issues that may be relevant. UP may consider making adjustments to this policy in appropriate circumstances when feasible and in keeping with organisational needs
- **Data Protection:** Personal data collected and processed in relation to this policy is managed in accordance with Unlocking Potential's Data Protection Policy
- **Policy Status:** This policy is not a contractual term of employment, and it may be varied by UP at any time

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1. Introduction

Unlocking Potential is committed to safeguarding and promoting the welfare of children and young people, and all those involved in UP's work are expected to share and uphold this commitment, and to familiarise themselves and comply with this policy.

Robust safer recruitment procedures are an essential element of creating a safe and positive environment and keeping children from harm. This policy applies to the recruitment, selection, vetting and onboarding of all roles within the charity, for example those who:

- Work directly with children and young people
- Do not work directly with children and young people, but may come into contact with them
- Have access to confidential and sensitive information in their role of supporting the charity's programmes

2. Aims:

The aim of this policy is to:

- Ensure compliance with statutory guidance regarding recruitment, selection and pre-employment vetting
- Create a culture of safety, embedding safer recruitment practices and procedures throughout the charity and ensuring all those involved in UP's work are aware of their responsibilities for upholding safer recruitment by setting out our approach
- Clarify what safer recruitment information will be sought and what will be expected of candidates at each stage. In turn, deterring, identifying and rejecting any individuals who are unsuitable for working with children or young people
- Promote equal opportunity through a fair and consistent process, appointing the best possible individuals on the basis of merit, ability and suitability for the position
- Ensure recruitment is carried out based on careful evaluation of organisational needs

3. Planning

- Where there is a potential recruitment need, a full review is undertaken by the Hiring Manager to carefully consider the scope of a role, candidate requirements, and the extent of contact/responsibility for children and young people. This includes consideration of the existing workload and working arrangements within the team
- All recruitment (including secondment, agency resource) must be budgeted for, discussed and agreed with the CEO before any action is taken
- Timescales are agreed between the Hiring Manager and HR to ensure sufficient time to attract, fully assess and carry out required checks for quality individuals

Further information can be found in 'Recruitment Procedure Guidance for Hiring Managers'

Job Description and Person Specification

The Job Description and Person Specification is finalised by managers and reviewed by HR before any recruitment takes place, and the criteria included informs the selection process. This document sets out:

- The key responsibilities, tasks and duties of the role
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- The competencies and qualities that the successful candidate should be able to demonstrate (e.g. qualifications, skills, experience and attributes), including their ability to work with children
- The charity's commitment to safeguarding children and young people and promoting their welfare, and a statement that safer recruitment checks are undertaken for all roles

4. Recruitment

Advertising

Preferred advertising methods are identified between the Hiring Manager and HR, with the aim of reaching a wide range of suitable candidates. All adverts contain the following information as a minimum:

- Overview of the role (including location, hours, salary etc.)
- Summary of the role requirements and a link to the full Job Description and Person Specification
- Overview of the charity and a link to the charity / school website as appropriate
- Instructions on how to apply for the role and any closing / interview dates
- Contact point for further information / requesting any reasonable adjustments
- A statement of the charity's commitment to safeguarding and promoting the welfare of children and young people and a link to the website where the Safeguarding and Child Protection policy can be found
- A statement that it is a crime for barred people to apply to work in regulated activity and that roles are subject to safer recruitment checks including (as appropriate) an Enhanced Disclosure and Barring Service check (DBS)
- A statement of the charity's commitment to equality and diversity
- A GDPR statement and a link to the full policy and privacy notice

Applications

Only candidates who fully complete the application process will be considered for shortlisting. The time taken to complete a thorough and high-quality application, is a positive indication of a candidate's interest in a role and commitment to safeguarding.

School based roles:

Candidates are required to submit an application form which includes questions about the following (as a minimum):

- Personal details
- Education and Qualifications
- References
- Full employment history (including any gaps/discrepancies, overseas working)
- Suitability for the role, via a supporting statement which addresses the key criteria of the person specification
- Declarations (e.g. conflict of interest, accurate information etc.)

CVs are not accepted without an accompanying application form. The format of the form provides a clear outline of employment and education history and gives the candidate opportunity to identify and explain any gaps. It also allows for fair comparison between candidates, reducing the risk of discrimination during the selection process.

The application form includes statements that explain:

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Appointments are subject to safer recruitment checks including (as appropriate) an Enhanced Disclosure and Barring Service check (DBS)
- It is an offence to provide false information, and this could result in a rejected application or summary dismissal if the applicant has been selected, and possible external referral

The application form will reiterate UP's commitment to safeguarding children and young people, and provide a link to the charity's website where the full Safeguarding and Child Protection policy can be found.

Other Roles:

For roles that are not working directly in regulated activity, they will be asked to provide a CV, a supporting statement which demonstrates their suitability for the role and how they meet the person specification, and a brief application form via the recruitment portal.

5. Selection

To ensure a fair process, wherever possible two individuals will be involved at all stages of the selection process. At least one member of the hiring panel will have completed safer recruitment training in the last 3 years.

Candidates will be reviewed against the same criteria, and records of any assessment notes and scoring and decision making will be kept up to 12 months.

Shortlisting

Hiring Managers will review applications against the criteria set out in the job description and person specification, and will additionally seek to identify candidates whose values and attitudes are in accord with the charity's vision and values.

Candidates who do not meet the requirements of the role will not be shortlisted. Candidates who meet the requirements of the role will be reviewed, and those most suitable will be invited to attend an interview. Where there are a high number of quality candidates, a shortlisting template will be used to aid scoring and selection.

Whilst shortlisting, Hiring Managers will consider any employment gaps / inconsistencies (and the reasons given for them) / unclear information in order to explore any potential concerns.

Interviews

The interview process determines a candidate's ability to carry out the job description and meet the person specification, and also explores what attracted them to the charity and the post being applied for and their fit with organisational values. The process may consist of any or all of the following, and candidates will be provided with full details in advance:

- A telephone interview as part of the shortlisting stage
- A competency-based interview with a panel (one or two stages depending on the role)
- A written and / or practical interview task
- A supervised activity involving children or young people

In addition to assessing a candidate's skills, experience and attributes, interviews are also used to explore any potential areas of concern to determine their suitability to work with children, considering (where relevant):

- | | |
|--|---|
| <ul style="list-style-type: none">• Their motivation for working with children• Their capacity to safeguard and protect the welfare of children and young people• Their attitudes, values and commitment in relation to working with children / safeguarding, identifying any areas of concern• Any anomalies, concerns or gaps which have been identified, to ensure safer | <ul style="list-style-type: none">recruitment requirements are met (e.g. employment history, disciplinary action or allegations, self-disclosures etc.)• Any concerns with references (for relevant roles, references are obtained prior to interview) |
|--|---|

The highest scoring candidate, determined as most suitable for the position, will be made a conditional offer of employment. Unsuccessful candidates will be notified in writing without unreasonable delay and, wherever possible, will be provided with constructive feedback.

6. Other Recruitment and Selection Considerations

Internal Recruitment and Selection

All roles are advertised internally to aid transparency and equal opportunity. Where there are internal and external candidates, they will be shortlisted and interviewed within the same process.

However, where there is a reasonable expectation that there are suitable qualified internal candidates, or where staff are at risk of redundancy, an internal process only may be appropriate.

Internal applicants will be:

- Asked to let their manager know of their intention to apply as a matter of courtesy
- Required to apply by providing an updated CV and a supporting statement

- Shortlisted and interviewed if they meet the key criteria for the role
- Required to complete additional checks and training as appropriate for their new role

The charity also reserves the right to move individuals throughout the organisation between job roles to satisfy organisational needs where their proven skills and experience meet the key requirements of the role, this may be on a fixed-term or a permanent basis. A scoring matrix may be used in these circumstances.

Use of Recruitment Agencies/Consultants

The charity may on occasion use recruitment agencies where it has not been possible to source candidates directly. Authorisation should be sought from the CEO and rates will be agreed with the agency via HR or the Director of Finance and Resources.

For permanent roles, candidates will be asked to apply and participate in a selection and vetting process in the same way as directly sourced candidates, to ensure compliance with safer recruitment requirements.

Where a temporary resource is required, they must be engaged via an approved agency supplier who is safer recruitment compliant or have self-employed status / a Ltd company. Safer recruitment checks will be confirmed via the agency or met directly by UP as required.

Re-engagement of Ex-employees

Authorisation from the CEO must be sought where an ex-employee applies to re-join the organisation. All safer recruitment procedures and checks must be carried out in the same way as for a new employee.

7. Conditional Offers of Employment

Job offers are made to successful candidates on a conditional basis. It may be possible to negotiate a provisional start date, however, the checks detailed below must be completed before an appointment is confirmed and a contract of employment signed.

In exceptional circumstances, with the permission of the CEO/Head Teacher, an individual may be able to start before full references are received or a DBS certificate has been issued. In this case a separate barring check will need to be carried out, a risk assessment must be in place, and unsupervised contact with children and young people must not occur. The charity reserves the right to withdraw this arrangement, based on these checks being unsatisfactory or if they are not received.

8. Safer Recruitment Vetting Process

Checks

The following checks will be undertaken dependent on the type of role:

- Verification of their identity and right to work in line with Home Office guidance
- An enhanced Disclosure and Barring Service check (DBS), including barred list information for those who will be engaging in regulated activity
- A separate barred list check if they will start work in regulated activity before the DBS certificate is available (case by case basis in exceptional circumstances)

- Satisfactory references which cover a 5-year period and include a current or most recent employer
- Verification of mental and physical fitness to carry out the role
- Verification of professional qualifications / professional registration (as required for role)
- Additional checks on those who have lived/worked overseas, including (where relevant) any teacher sanctions or restrictions imposed by an EEA professional regulating authority, and criminal records checks or their equivalent
- Online checks (conducted at interview shortlisting stage)
- Childcare Disqualification check
- Section 128 check (prohibition from management direction) for relevant school-based positions
- Prohibition order check and the verification of completed induction period for relevant teaching positions

New Staff

All offers are conditional and no unsupervised work with children and young people can begin until the necessary safer recruitment checks have been completed satisfactorily.

Existing Staff

If there are concerns about an existing member of staff's suitability to work with children (*also see Managing Allegations Against Staff Policy*), or if an individual moves from a post that is not regulated activity to one that is, relevant checks are carried out as if the individual was a new member of staff.

Agency and third-party staff

Agency or third-party organisations are asked to confirm in writing that the necessary safer recruitment checks (that UP would otherwise perform) have been completed. ID and original DBS certificates are verified directly by UP.

Contractors

Safer recruitment checks for self-employed contractors are carried out directly. For third-party contractors, written confirmation of relevant checks is sought and UP verify identity and the correct level of DBS check. Contractors who do not require checks, are not allowed to work unsupervised or engage in regulated activity under any circumstances.

Trainee/Student Teachers

Checks are carried out directly where initial teacher training applicants are salaried by UP. For fee-funded trainees, written confirmation of relevant checks/that they are judged to be suitable to work with children is sought from the training provider.

Students on placement

For students on placement for a recognised educational programme, their identity and current DBS from their educator provider is verified. A DBS check is carried out directly as needed. References are not required.

Volunteers

UP carry out checks and risk assessments for all volunteers directly. If volunteers are supervised at all times, they will not be classed as in regulated activity.

Trustees and Governors

UP carry out checks directly for all Trustees (in their capacity as Trustees and also as proprietor board members for the school) and Education Committee members.

Visitors

ID is checked on arrival and visitors are not left unsupervised. They are required to sign in and out of the building.

Engagement of Ex-offenders

Under the *Rehabilitation of Offenders Act (1974)* a conviction becomes spent after the elapse of a defined period of time, allowing a job applicant to be treated for most purposes as if their conviction had never occurred.

However, under the *Rehabilitation of Offenders Act 1974 (exceptions) Order 1975*, those working in regulated activity with children and young people under the age of 18 years are not allowed to withhold information regarding previous criminal convictions. Regulated activity means a person who will frequently (once a week or more often, or on more than 3 days in a 30-day period):

- Be responsible for teaching, training, instructing, caring for or supervising children
- Provide advice or guidance to children on physical, emotional or educational wellbeing
- Drive a vehicle only for children
- Engage in paid or unsupervised work in a specified establishment (i.e. a school)
- Manage someone else in regulated activity on a day-to-day basis
- Provide day-to-day management of a volunteer who is engaging in activity that would be regulated if unsupervised

Individuals applying for roles at UP where they will work with or have access to children, are required to disclose any previous spent/unspent convictions, cautions, reprimands and formal warnings, unless these are “protected,” meaning they do not need to be disclosed, and if they are disclosed, they cannot be taken into account: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A failure to disclose a previous conviction may amount to a criminal offence. Additionally, it's a criminal offence for a person to apply to work with a group from which they have been barred from working. UP will make a report to the Police and/or the DBS if:

- An application is received from a barred person
- False information is provided in, or in support of, an applicant's application
- There are serious concerns about an applicant's suitability to work with children

UP carry out the following checks regarding criminal records:

- Candidates complete a self-disclosure form where they have the opportunity to inform the charity of any relevant information (including childcare disqualifications). Depending on the role, this information is requested once they have been shortlisted and this is discussed within the interview process. Alternatively, this is requested after a conditional job has been made and reviewed as part of the onboarding vetting process. Disclosures are checked against returned DBS certificates
- Enhanced DBS checks are requested once a conditional offer has been made and, where the role is engaged in regulated activity, this includes a barred list check for working with children. The government eligibility tool may be used to confirm the type of DBS needed: <https://www.gov.uk/find-out-dbs-check>
- To foster a culture of ongoing vigilance, a DBS check renewal is carried out every 3 years. All individuals are also encouraged to sign up to the update service and renew this on an annual basis, this enables a 'live' check at the 3-year renewal point (or as required). Where an update service registration has not been maintained a new full DBS check is required

- Individuals are expected to inform UP immediately of any changes relating to criminal records or suitability to work with children during their employment/engagement. A failure to disclose is treated as a disciplinary matter
- Disclosure discussions and risk assessments are carried out as required in response to self-disclosures and DBS contents prior to appointments being confirmed

UP do not discriminate unfairly on the basis of self-disclosures or DBS contents and review individual cases based on their merits, ensuring open and measured discussions take place on the subject of any offences or other matters that might be relevant to the position/organisation.

Single Central Record

UP keep and maintain a single central record (SCR) of recruitment and vetting checks for: staff, agency/casual staff, contractors, volunteers, trustees/governors. The SCR records which checks have been carried out (as set out above), who they were verified by and when. Copies of these checks, where appropriate, are also held in individuals' personnel files.

Further information can be found in the '*SCR and Safer Recruitment Checks Process*' document.

Discussions and Risk Assessments

Any areas of concern at any stage of the recruitment, selection and vetting process will be discussed with the candidate. Risk assessments may also be carried out and recorded in response to:

- Self-disclosures or DBS contents
- Information provided in references
- Past disciplinary action or allegations
- Medical check disclosures
- Commencement of employment prior to receipt of a DBS certificate or reference
- Any other concern that may be relevant to the role/organisation

9. Induction

Inductions are developed by line managers and tailored as appropriate for each role. However, all inductions include mandatory elements and specifically address the safeguarding of children and young people. This includes reading relevant policies, undertaking mandatory training, and being informed about who the charity's DSLs are. A probationary period of 6 months will apply to all employees, during which time their performance and suitability for the role will be reviewed against their JD.

Agency staff, contractors and volunteers are required to read a set list of policies during induction on their first day and agree to follow these whilst in post.

10. Appendix

a) Equality and Diversity

UP recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. The charity is committed to ensuring that the recruitment, selection and vetting is conducted in a manner that is efficient, effective and promotes equality of opportunity and is compliant with the Equality Act (2010).

Individuals are invited to inform UP of any equality or diversity information/issues that may be relevant throughout the process and any adjustments that may be required. All individuals will be

treated fairly and UP will be mindful of any circumstances where a protected characteristic could lead to direct or indirect discrimination.

b) Related Policies and Guidance

- [KCSIE](#)
- [DBS Filtering Guidance](#)
- Safeguarding and Child Protection Policy
- SCR and Safer Recruitment Checks Process
- Disclosure Discussion Template
- Risk Assessment Templates
- Managing Staff Allegations Policy
- Equality, Diversity and Inclusion Policy
- Staff Code of Conduct
- Manager Recruitment Process Guide

c) Vetting checks required for each role

Role	Checks Carried out
School Based/Teaching Roles	- Enhanced DBS and barred list check - Child disqualification check (if relevant) - All other pre-employment checks: identity, right to work, references, medical check, qualifications/professional membership, overseas checks, online checks - A prohibition from teaching and completion of induction check (teachers only) - A section 128 check (if relevant)
Other Staff Roles	- Enhanced DBS (and barred list check as relevant) - Child disqualification check (if relevant) - All other pre-employment checks: identity, right to work, references, medical check, qualifications/professional membership, overseas checks, online checks
CEO	- Enhanced DBS and barred list check - Section 128 check - All other pre-employment checks: identity, right to work, references, medical check, qualifications/professional membership, overseas checks, online checks
Education Committee Trustees (proprietor members of the Corner School)	- An enhanced DBS check (barred list for chair of governors only) - A section 128 check - Identity/right to work/overseas checks/online checks - References - Secretary of state countersigned check – only if requested to do so - Chair of Trustees only – Countersigned checks by secretary of state
Agency	- Written confirmation from the agency confirming completed safer recruitment checks - Identity check - Sight of their existing DBS certificate to ensure correct level
Contractors	- All contractors whose work provides them with an opportunity for regular contact with children will require an enhanced DBS certificate. Only those engaging in regulated activity require a barred list check - Sight of their existing DBS certificate to ensure correct level - Identity Check
Volunteers	- Volunteers in regulated activity need an enhanced DBS check with barred list information. Volunteers not in regulated activity – enhanced check only - Overseas checks (if required) - Online checks - References - Identity Check
Supervised Visitors	Identity check

d) Vetting Checks Process

Check	Stage Requested	Details
References	For relevant roles these are requested via the application form. Where relevant, these may be sent off prior to interview. Alternatively, these are sought following a job offer being made. For internal candidates these are sought from the current manager at job offer stage.	- At least two references must be provided and must cover a 5-year employment history - References must include the current or most recent employer, and the role where they last worked with children - Open references are not accepted - References should have been sent from a professional source (e.g. work email, headed paper etc.) and from an appropriate senior individual. Where the referee is school based, the reference should be confirmed by the Headteacher as accurate in respect to disciplinary investigations - The reference form asks about performance and capability and whether the referee is satisfied that the candidate is suitable for the role and, if not, the reasons why - Specific questions are asked regarding: - Suitability to work with children and young people, requesting specific details of any concerns or allegations - Any disciplinary warnings, including any time-expired warnings that relate to the safeguarding of children - Any capability proceedings - UP compare references to application details and scrutinise these for any issues and request further information or clarification as required directly with referees - Any information about past disciplinary/capability action or allegations are considered in the circumstances of the individual case - Any concerns will be resolved before confirming appointments
Online checks	Carried out when candidates have been shortlisted for interview	Carried out by HR via a google search for candidates shortlisted for interview. Form saved on file for successful candidates.
Self-Disclosures - Criminal record - Barred list - Child disqualification	For relevant roles, candidates will be required to complete these forms once they have been invited to attend an interview. Alternatively, these will be sought following a job offer being made and prior to the return of the DBS certificate.	Disclosures do not necessarily prevent employment; consideration will be given to the <i>Rehabilitation of Offenders Act 1974</i> and the <i>1975 exceptions order</i> and also: - The nature, seriousness and relevance of the offence - How long ago the offence occurred - The circumstances surrounding the offence and the explanation(s) offered - One-off or history of offences, any patterns of offending behaviour - Changes in circumstances - Decriminalisation and remorse Disclosures are discussed with individuals and risk assessments are carried out as appropriate before an appointment decision is made. Self-disclosures are compared with any returned DBS certificates. This information is kept confidential and on a need to know basis.

Identity and Right to Work	Depending on the circumstances this could be at interview (when this is held face to face) or alternatively following a job offer	- Documents are verified in line with Home Office guidance and saved on file - A copy of this verification is kept for the duration of the member of staff's employment and in line with the charity's data retention policy
Qualifications Professional Membership /	Depending on the circumstances this could be at interview (when this is held face to face) or alternatively following a job offer	- Documents are checked against application details, verified as appropriate for the role, and saved on file - Teaching qualifications – QTS status, teacher induction/probation checks via the DFE portal and certificates - Where relevant, professional membership registration will also be checked
DBS	Following a job offer and prior to first day (or prior to working in regulated activity for relevant roles).	- The level of DBS required will depend on the role and duties that the individual will perform. There are three types of criminal records check: Standard, Enhanced, Enhanced with a barred list check (required for any roles that involve regulated activity/ a specified establishment). - The charity follows the DBS guidelines in order to establish which roles are eligible for criminal records checks, and to ensure that the appropriate level of check is undertaken: https://www.gov.uk/find-out-dbs-check. - Individuals must follow the instructions provided by UP and present their original certificate as soon as this has been received. Significant or unexplained delays in applying for a DBS certificate may result in the withdrawal of an employment offer. - A separate barred list check is carried out if they will start work in regulated activity before the DBS certificate is available. - DBS checks are carried out every 3 years – via the update service or through the submission of a new application. If an individual is unable to complete a renewal on time the following action may be required if deemed necessary: - Supervision put in place or, where this is not possible, temporary removal from working in a role where they have unsupervised contact with children - An official warning in line with the disciplinary policy where delays are continuous and avoidable
Overseas checks	Following a job offer and prior to first day	- If a candidate has spent time living or working overseas, additional checks are undertaken as DBS checks do not cover time individuals have spent living or working abroad - UP review address and employment history information to identify any overseas working and also ask individuals to declare this as part of their application - Checks are requested via DBS provider in some cases (e.g. Scotland), in others via the relevant country's own process or embassy. For relevant roles, this will include a check for information about any teacher sanction or restriction that a European Economic Area professional regulating authority has imposed - If an individual has spent time in various countries, the date for each country is requested, a self-disclosure is made for this period, and a risk assessment is carried out and recorded. A check will be carried out where possible or, failing this, a statement explaining reason for travel and evidence to support this e.g. flights or visas etc. - This check is not needed if the individual has worked in a school in England in the 3 months prior to being appointed. However, copies of the checks carried out by other employers should be seen or confirmed in writing to have been carried out.

Child disqualification check	Following a job offer and prior to first day	- Where relevant, appropriate checks are carried out to ensure that individuals are not disqualified from working with children under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. It covers: - early years provision up to 5 years (birth until 1 September following a child's fifth birthday) - childcare provided by a school outside school hours for children under 8, including before-school settings such as breakfast clubs, and after-school provision - It does not include education or supervision during school hours, or extended school hours for co-curricular learning activities such as the school's choir or sports teams - A self-disclosure form is completed (see above) and an enhanced DBS check carried out.
Medical Check	Following a job offer and prior to first day Candidates may request reasonable adjustments throughout the recruitment and selection process as required	- Check to verify mental and physical fitness to carry out work responsibilities - Carried out confidentially for individuals via an external provider, adjustments and support are put in place as appropriate and risk assessments carried out as required.
Additional checks for Corner School roles	Following a job offer and prior to first day	- Prohibition from teaching check: Carried out via the DFE portal for classroom based staff to ensure they are not subject to a prohibition order - Section 128 check: Carried out via the DFE portal or via an enhanced DBS check to check individuals taking up a management position are not subject to a prohibition from management direction made by the secretary of state. Carried out for all roles in an independent school. - Verification of professional registration and successful completion of induction period via DFE portal (for those who obtained QTS after 7 May 1999) as required by law

If you have any queries or concerns regarding this policy, please speak to your manager or contact HR: hr@up.org.uk

Record of Policy Updates:

Review Date	Authorised	Details
October 2024	HR	Compliance Review following KCSIE 2024
Sep 2023	HR / Safeguarding Director	Compliance Review following KCSIE 2023
Sep 2022	HR / Safeguarding Director	Compliance Review following KCSIE 2022
May 2022	HR / CEO / Trustees	Reviewed and small amendment following Ofsted
October 2021	HR / CEO / Governors	Full Review of format and content
March 2019	HR	Reviewed for compliance
April 2017	HR / CEO / Trustees	Created

