Special Partnership Trust

SAFER RECRUITMENT POLICY

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1 Introduction

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

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received safer recruitment training.

2 Aims and objectives

The aims of the Safer Recruitment Policy are to help deter, reject or identify people who might abuse pupils or who are otherwise unsuited to working with them, by having robust staff appointment processes and procedures in place.

The aims of the Trust's Safer Recruitment Policy are as follows:

- to ensure that the 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 compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2025 (KCSIE), the Prevent Duty Guidance for England and Wales 2023 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)

- 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 ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age

- to ensure that all staff read and sign off Part One of KCSIE 2026 on an annual basis.

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

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

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, relevant safeguarding legislation and statutory guidance.

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

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

3 Equality, Diversity & Inclusion

The Trust is committed to ensuring that recruitment, selection, promotion, internal transfer, secondment and career development opportunities are fair, inclusive and free from discrimination. Decisions will be based on merit, suitability, qualifications, skills, experience and safeguarding requirements.

The Trust recognises its duties under the Equality Act 2010 and will make reasonable adjustments throughout the recruitment and selection process for applicants and employees with disabilities.

This includes support for individuals who are neurodivergent, including but not limited to autism, ADHD, dyslexia, dyspraxia, dyscalculia and Tourette syndrome. Reasonable adjustments may include alternative interview arrangements, adjusted assessment methods, additional processing time, provision of interview questions in advance where appropriate, assistive technology, or other adjustments tailored to individual needs.

Recruitment panels should receive guidance on avoiding unconscious bias and

ensuring fair assessment of candidates from under-represented groups.

4 Roles and responsibilities

It is the responsibility of the Trustees to ensure the Trust has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements and to monitor the Trust's compliance with them.

It is the responsibility of Trust staff involved in recruitment to:

- ensure that the Trust operates safe recruitment procedures and ensures all appropriate checks are carried out on all staff and volunteers who work at the Trust
- promote the welfare of children and young people at every stage of the procedure
- monitor contractors' and agencies' compliance within safeguarding
- ensure that at least one member of the recruitment panel is in receipt of up-to-date safer recruitment training (compliance – training to be updated every three years)

The Trust Board has delegated responsibility to the Trust Leadership Team to lead on all appointments. Trust Governors/ Trustees may be involved in staff appointments.

5 Definition of Regulated Activity

Regulated activity means a person who will be:

- responsible, on a regular basis (defined as more than 3 days in a 30-day period, or once overnight between 2am and 6am with the opportunity for face-to-face contact with children) in a school, for teaching, training, instructing, caring for or supervising children; or
- carrying out paid, or unsupervised unpaid, work regularly in a school where that work provides an opportunity for contact with children; or
- engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

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

Whether a position amounts to "regulated activity" must therefore be considered **by** the Trust in order to decide which checks are appropriate. It is, however, likely that in nearly all cases the Trust will be able to carry out an enhanced DBS check and a Children's Barred List check.

For further guidance on regulated activity, please refer to the gov.uk website: Regulated activity with children in England and Wales - GOV.UK.

6 Existing Staff

If the Trust has concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

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

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

6.1 Ongoing Duty to Disclose Relevant Information

All employees have an ongoing responsibility to maintain the Trust's confidence in their suitability to work with children and young people.

Employees must inform their Headteacher or the Trust HR Team without delay if, during the course of their employment, they:

- are arrested, interviewed under caution or charged with a criminal offence;
- receive a caution, reprimand, warning or criminal conviction;
- become subject to a police investigation or safeguarding investigation;
- become subject to a barring decision, prohibition order or any other restriction relating to working with children or vulnerable adults; or
- become aware of any other matter that may affect their suitability to work in

education or with children.

A disclosure will not automatically prevent an individual from continuing in their role.

The Trust will consider the nature of the information, any safeguarding implications, relevant legal obligations and the individual's role before determining whether any action is required.

Failure to disclose relevant information may be treated as a disciplinary matter and could result in formal action being taken.

6.2 Internal Transfers Between Trust Schools

Employees transferring between schools or settings within the Trust will not normally be required to undertake a new DBS check solely because of a change of workplace where continuous employment within the Trust is maintained and there are no safeguarding concerns.

The Trust will review whether any additional checks are required where:

- the employee moves into regulated activity from a role that was not regulated activity;
- there has been a significant break in employment;
- concerns have been identified regarding suitability;
- additional statutory safeguarding checks become necessary due to the nature of the new role.

Where an employee transfers between schools within the Trust, safeguarding information, low-level concerns records and other relevant safeguarding information will transfer appropriately to enable the receiving school to discharge its safeguarding responsibilities.

6.3 Secondments

Where an individual joins the Trust on secondment from another organisation, the Trust will obtain written confirmation that all appropriate safer recruitment and safeguarding checks have been completed, including identity verification, right to work checks, DBS checks (where applicable), prohibition checks and any other checks required by Keeping Children Safe in Education.

The Trust will determine whether any additional checks are required, taking account of the nature of the role, the length of the secondment and any relevant safeguarding information.

No further pre-employment checks will normally be required where continuous employment with the Trust is maintained and there are no safeguarding concerns.

However, the Trust may undertake additional checks where required by the nature of the role or where safeguarding concerns have been identified.

6.4 Career Breaks and Sabbaticals

Employees returning following a career break, unpaid leave, sabbatical or other period away from work will be subject to a safeguarding review before returning to duties involving children.

The Trust will determine whether additional safeguarding checks are required, taking account of:

- length of absence;
- nature of the role;
- overseas residence during the absence;
- any safeguarding information disclosed during the period away from work.

7 Recruitment and selection

7.1 Advertising

To ensure equality of opportunity, the Trust will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement. Any advertisement will make clear the Trust's commitment to safeguarding and promoting the welfare of children and that safeguarding checks will be carried out.

All documentation relating to applicants will be treated confidentially in accordance with General Data Protection Regulations (GDPR).

Advertised roles will make clear the safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.

Advertised roles will make it clear that whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments of the Exceptions Order 1975, 2013 and 2020. If the role is exempt, the advert will make clear that certain spent convictions and cautions are 'protected', so they do not need to be disclosed to the Trust, and if they are disclosed, the Trust will not take them into account.

7.2 Application Forms

The Special Partnership Trust uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role. In addition, all applicants are required to account for any gaps or discrepancies in

employment history. Incomplete application forms will not be shortlisted.

The Trust uses MyNewTerm as its applicant tracking and recruitment management system. Applications will normally be submitted and processed through MyNewTerm. The system supports the secure collection of applicant information, shortlisting, communication with applicants, safeguarding declarations, recruitment records and pre-employment documentation. Any references to application forms within this policy include applications submitted through MyNewTerm.

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered "spent" must be declared when applying for any position within the Special Partnership Trust. Shortlisted candidates are asked to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children.

It is unlawful for the Trust to employ anyone who is barred from working with children. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

The application pack will include a copy of, or a link to the Special Partnership Trust Safeguarding and Child Protection Policy.

Applicants will be required to provide the following information:

- Personal details, current and former names, current address and national insurance number;
- Details of their present (or last) employment and reason for leaving;
- Full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- Qualifications, the awarding body and date of award;
- Details of referees/references (see below for further information); and
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

The Trust will not accept copies of a CV in place of an application form.

7.3 Job Descriptions and Person Specifications

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

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

7.4 Shortlisting

The Special Partnership Trust shortlisting process will include at least two people and will consider any inconsistencies and look for gaps in employment and reasons given for them, and explore any potential concerns.

Shortlisted candidates are asked to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes;

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as is applicable to England and Wales
- Any relevant overseas information
- If they are known to the police and children's social care
- Whether they have been disqualified from providing childcare

Candidates are asked to sign a declaration confirming the information they have given provided is true. If the declaration is signed electronically, the candidate will be asked to physically sign a hard copy of the application form at the point of interview.

7.5 Online searches

online. In line with KCSIE 2026 Annex C, as part of our due diligence on all shortlisted candidates, we will conduct a single, focused online search (using one search engine) per candidate at the shortlisting stage, prior to invitation to interview. The search is conducted by a member of the administration team not connected to the recruitment process and an online search proforma is in place.

Primary search terms used:

- Candidate name
- Candidate previous name (i.e. maiden name)
- Candidate name + current school/employment
- Candidate name + previous school/employment
- Candidate name + educational institution
- Candidate name + job title

The designated Safeguarding Lead or HR Lead reviews all findings and flags anything potentially relevant to safeguarding for discussion at interview.

Information gathered is used solely to inform interview questions around suitability and safeguarding. No candidate will be disadvantaged for lawful, non-safeguarding-related private views or activities.

7.6 References

We will seek references on all short-listed candidates, including internal candidates, before interview. Where available, references may be requested and managed through the Trust's recruitment platform to support authenticity, security and auditability.

The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview before appointment.

For internal applicants, consideration will also be given to disciplinary records, safeguarding records, low-level concerns records, allegations history, capability records and any other information relevant to safeguarding suitability.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the Trust. One of the references must be from the applicant's current or most recent employer and be completed by a senior person with appropriate authority. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Any discrepancies or anomalies will be followed up and direct contact by phone will be undertaken to verify references.

If a candidate is not currently in employment – verification of the individual's most recent employment will be obtained.
The Trust does not accept open references, testimonials or references from relatives. The Trust will also:

- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- Always verify any information with the person who provided the reference;
- Ensure electronic references originate from a legitimate source;
- Contact referees to clarify content where information is vague or insufficient information is provided;
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
- Establish the reason for the candidate leaving their current or most recent post; and;
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

7.7 Interviews

There will be a face-to-face interview wherever possible, ideally with a panel of three interviewers, one member of which has undertaken formal Safer Recruitment Training. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training), find out the candidate's motivation for working with children and discuss relevant experience.

Candidates will be invited to request reasonable adjustments at any stage of the recruitment process. This may include adjustments for disability, long-term health conditions, neurodivergence, pregnancy or other circumstances requiring support.

Any information about past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

All information considered and decisions made will be recorded. The Special Partnership Trust will retain all interview notes on all unsuccessful candidates for a period of 6 months, after which time the notes will be confidentially destroyed (i.e. shredded). The 6 month retention period is in accordance with the General Data Protection Regulations (GDPR).

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Only original documents will be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment process has been completed.

The Trust will consider any past disciplinary action or allegations and may involve pupils in the interview process.

7.8 Offer of Employment and Pre-Employment Vetting Checks

In accordance with the recommendations set out in KCSIE 2026, the requirements of the Education (Independent Trust Standards) Regulations 2014 and the Boarding Trust's national minimum standards, the Trust carries out a number of pre-employment checks in respect of all prospective employees.

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

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Trust 's standard terms and conditions of employment;

- verification of the applicant's identity;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the Trust considers to be satisfactory;

- confirmation that candidates are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

- confirmation that candidates are not subject to a prohibition order if they are

to be employed in a teaching role;

- Confirmation that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the Secretary of State which prohibits, disqualifies or restricts them from being involved in the management of an independent Trust;

- where the position amounts to "regulated activity" the receipt of a satisfactory enhanced disclosure from the DBS, including Barred List information. Note: schools will obtain a separate Barred List check if the candidate will start work in regulated activity before the enhanced DBS certificate is available. Such candidates will not work unsupervised until a satisfactory DBS has been received;

- verification of the applicant's mental and physical fitness for the role;

- verification of the applicant's right to work in the UK. Note: schools will keep a copy of this verification for the duration of the member of staff's employment and for two years afterwards;

- any further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulated authority, and criminal records checks or their equivalent;

- verification of professional qualifications which the Trust deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified);

- Probationary review period (See Probation Policy).

A personnel file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personnel files.

7.9 DBS (Disclosure and Barring Service) Certificate

The Trust applies for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at the Trust which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006. The

purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is the Trust's general policy that the DBS disclosure must be obtained before the commencement of employment of any new employee. Only in exceptional circumstances and with the express permission of the Headteacher or CEO will an employee be permitted to start work prior to a full DBS having been received. In such circumstances, schools will put in place a risk assessment, ensure they have two satisfactory references; obtain a separate Barred List check and the candidate will not work unsupervised until a satisfactory DBS has been received.

Where an employee returns following a career break, sabbatical, secondment, long-term absence or other period of absence from work of 3 months or longer, the Trust will undertake a safeguarding review before the individual resumes duties involving children. The review may include:

- confirmation that the individual remains suitable to work with children;
- consideration of any safeguarding information disclosed or identified during the period of absence;
- review of any required safeguarding declarations, training or statutory guidance updates;
- consideration of any overseas residence, employment or volunteering undertaken during the absence;
- assessment of whether any additional safeguarding checks, risk assessments or verification measures are necessary; and
- confirmation that the individual understands and will comply with current safeguarding responsibilities and reporting requirements.

Any additional safeguarding checks will be undertaken only where considered necessary and proportionate following the review.

DBS and other safeguarding checks will continue to be obtained where required for applicants with recent periods of overseas residence or limited previous residence in the United Kingdom.

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

- We believe the individual has engaged in relevant conduct, or;
- We believe the individual has received a caution or conviction for a relevant

offence under the Safeguarding Vulnerable Groups Act 2006 and its2009 Regulations, or;

- We believe the "harm test" is satisfied in respect of the individual (i.e. they may harm a child or a vulnerable adult, or put them at risk of harm and;
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed had they not left.

7.10 Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require further DBS checks in the future. Any subscription fees are payable by the individual.

7.11 Recording and Retention of DBS Information

The DBS no longer issue Disclosure Certificates to employers but schools within the Trust are able to download a snapshot of the required information which contains information required for the Single Central Record. The snapshot DBS result should be held on the individual's personnel file together with verified copies of ID. A copy of the Disclosure Certificate itself should not be held on the personnel file.

7.12 Dealing with Convictions

The Trust operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence
- how long ago the offence occurred
- one-off or history of offences
- changes in circumstances
- decriminalisation and remorse

A formal meeting will take place face-to-face to establish the facts with the Headteacher / CEO. A decision will be made following this meeting. 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 Headteacher / CEO will evaluate all the risk factors above before a position is offered or confirmed. If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Trust may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

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

All applicants invited to attend an interview at the Trust will be required to bring their identification documentation (e.g. passport, birth certificate, driving license, recent utility bill) with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The Trust does not discriminate on the grounds of age.

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, including proof of original birth certificate.

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

7.14 Medical Fitness

The Trust is legally required to verify the medical fitness of anyone appointed to a post within the Trust. This assessment will take place only after a conditional offer of employment has been made and before the appointment is confirmed.

Following a conditional offer of employment, applicants will be asked to complete a health questionnaire and, where appropriate, the Trust may seek advice from Occupational Health or another suitably qualified medical professional. Information obtained will be used solely to assess an individual's ability to fulfil the essential requirements of the role, identify any workplace support needs and consider any reasonable adjustments required.

The Trust is committed to equality, diversity and inclusion and will not treat applicants less favourably because of a disability, long-term health condition, neurodivergence, mental health condition or any other protected characteristic. The Trust recognises that neurodivergence, including autism, ADHD, dyslexia, dyspraxia, dyscalculia and Tourette syndrome, is not in itself a barrier to employment.

No questions about health, disability or medical fitness will ordinarily be asked before a conditional offer of employment has been made, except where permitted by law.

Where relevant, the Trust will discuss appropriate workplace adjustments with the

applicant and consider all available evidence before confirming an appointment. No conditional offer will be withdrawn on health grounds without first consulting the applicant, obtaining appropriate medical advice where necessary, and considering whether reasonable adjustments would enable the individual to undertake the role safely and effectively.

7.15 Overseas checks

The Trust will carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent. The applicant will not usually be permitted to commence work until the overseas information has been received and is considered satisfactory by the Trust – requesting overseas checks can be a lengthy process, therefore there will be times when a risk assessment is put in place to enable the recruitment to take place.

The checks could include:

- Criminal records checks for overseas applicants
- Obtaining a letter form the professional regulating authority in the countries in which the applicant has worked confirming that they have not imposed sanctions or restrictions and that they are not aware of any reasons as to why the applicant might be unsuitable
- Any other checks the Trust deems necessary.

Online searches will only consider information relevant to safeguarding, suitability to work with children or the specific requirements of the role. Recruitment decisions are not influenced by lawful political views, trade union membership, protected beliefs, disability, neurodivergence or other protected characteristics.

8 Probationary employees

8.1 Induction Programme

All new employees will be given an induction programme which will clearly identify the Trust policies and procedures, including the Child Protection Policy, the Code of Conduct and Part One of KCSIE 2026, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

8.2 Safeguarding During Probation

Safeguarding suitability should be specifically reviewed as part of all probation reviews. Any safeguarding concerns identified during probation should be referred immediately under the Trust's safeguarding and managing allegations procedures.

9 Workforce Mobility and Safeguarding

The Trust recognises that employees may move between schools, settings and central functions throughout their employment. Safeguarding responsibilities, professional conduct expectations and disclosure obligations apply equally regardless of location, role or employment status.

10 Single Central Record

In addition to the various staff records kept in Trust and on individual personnel files, each school within the Trust and the central Trust office, will maintain a Single Central Record, containing details of the following:

- all employees who are employed to work at the individual school or central Trust office
- all employees who are employed as supply staff whether employed directly or through an agency
- all others who have been chosen by the school/Trust to work in regular contact with children. This will cover volunteers, Governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g., sports coaches, etc.
- Contractors who work on school site (for whom the school must hold a Letter of Assurance relating to safeguarding). The school will undertake ID checks on all individuals who visit school and record details on the Single Central Record for individuals who visit regularly.

A designated Governor / Trustee will be responsible for auditing the Single Central Records of schools within the Trust and will report their findings to the full Trust Board on an annual basis.

11 DBS certificate renewal for existing staff

To uphold the highest standards of safeguarding and risk management, the Trust

requires all existing staff to renew their DBS certificates on a three-year cycle, regardless of role or previous clearance. This policy applies to all employees, including those whose roles may not have changed since their last check.

This approach reinforces our commitment to maintaining a safe and trustworthy environment for clients, colleagues, and stakeholders.

Staff will be notified in advance of their renewal due date by their school's Admin Manager or the Trust's HR team and are expected to complete the process promptly (within 2 weeks) to avoid disruption to their duties. Guidance on how to complete the renewal, including access to the DBS Update Service (if applicable) is available from HR.

Failure to complete the renewal will be escalated in line with the Trust's Disciplinary Policy and Safeguarding Policy and could lead to:

- A formal warning
- Suspension
- Reassignment or restrictions from performing core responsibilities
- Dismissal

12 Record Retention / Data Protection

The Trust is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the Trust will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the Trust to discharge its obligations as an employer e.g., so that the Trust 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 Trust for the duration of the successful applicant's employment with the Trust. All information retained on employees is kept centrally at the relevant school location and is stored securely within a locked cabinet. The same policy applies to any suitability information obtained about volunteers involved with Trust activities.

The Special Partnership Trust will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially

destroyed (i.e.: shredded and/or electronically erased). The 6-month retention period is in accordance with the UK General Data Protection Regulations (GDPR).

13 Leaving Employment of The Special Partnership Trust

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

Whilst these are pre-employment checks, the Trust also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the Trust despite being barred from working with children; or
- has been removed by the Trust from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to a child.

If the individual referred to the DBS is a teacher, the Trust may also decide to make a referral to the Teaching Regulation Agency.

14 Agency and third-party staff

Schools within the Trust will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. Schools will also check that the person presenting themselves for work is the same person on whom the checks have been made.

The Trust will also ensure that written notification in respect of an enhanced DBS certificate confirms the certificate has been obtained by either the employment business or another such business, and for a copy of the certificate.

15 Contractors

Contractors engaged by the Trust must complete the same checks for their employees that the Trust is required to complete for its staff. The Trust requires confirmation that these checks have been completed before employees of the

Contractor can commence work at the Trust. This confirmation is provided via a signed 'Letter of Assurance' provided to the Trust by the relevant contractor.

The Trust will independently verify the identity of all staff supplied by contractors or an agency and, for regular visitors, record details of the ID on the school's Single Central Record alongside details of the relevant Letter of Assurance.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

For self-employed contractors such as music teachers or sports coaches, schools within the Trust will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 and may opt to carry out a DBS check.

16 Trainee / Student Teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out, including an enhanced DBS check and children's barred list.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

17 Visitors and Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the Trust to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. The Trust will use judgment as to whether there is a need to escort or supervise visitors.

The Trust is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the Trust or perform any other regular duties for or on behalf of the Trust.

All visiting speakers will be subject to the Trust's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at

all times and being escorted by a fully vetted member of staff between appointments.

The Trust will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the Trust. In doing so the Trust will always have regard to the Visitor's Policy and the Prevent Duty Guidance and the definitions of "extremism" and "radicalisation" set out in KCSIE 2026 which state:
"Extremism" is the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

"Radicalisation" refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

In fulfilling its Prevent Duty obligations the Trust does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, pregnancy and maternity, marital or civil partner status, disability or age.

18 Volunteers

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

Under no circumstances will the Trust permit an unchecked volunteer to have unsupervised contact with pupils. The Trust will determine whether a volunteer is required to be supervised and will take guidance into account.

Where a volunteer who engages in regulated activity has not undertaken activities on behalf of the Trust for three consecutive months or more, the Trust will undertake a safeguarding review before the volunteer resumes their duties. Following that review, the Trust may require a new DBS check or other safeguarding checks where considered necessary and proportionate.

Those volunteers who are likely to be involved in activities with the Trust on a regular basis may be required to sign up to the DBS update service as this permits the Trust to obtain up to date criminal records information without delay prior to each new

activity in which a volunteer participates.

In addition, the Trust will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to) the following:

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

19 Governors

All governors will have an enhanced DBS check without Barred List information. They will have an enhanced DBS check with Barred List information if working in regulated activity. The Chair of the Board will have their DBS check countersigned by the Secretary of State.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). Note: Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities
- Identity
- Right to work in the UK
- Other checks as deemed necessary if they have lived or worked outside the UK.

20 Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

21 Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. We will also consider whether it is necessary for Barred List checks to be carried out on the individuals who supervise a pupil under

16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

22 Monitoring and Evaluation

The CEO will be responsible for ensuring that this policy is monitored and evaluated throughout the Trust. This will be undertaken through formal audits of job vacancies and a yearly audit which will be presented to the Board of Trustees.

The Trust HR team will periodically internally audit recruitment activity undertaken through MyNewTerm to provide assurance regarding safeguarding compliance, recruitment quality and equality of opportunity.