



LIFE Education Trust

SAFER RECRUITMENT POLICY

Policy	Recruitment Policy
Staff consulted on Pay Policy	10.11.21
Policy adopted by Trust Board	9.11.21
Reported to LGBs for implementation	24.11.21
Implementation Date	24.11.21
Review Date	November 2022
Policy Source	Juniper Model Policy

Recruitment Procedure A model for Multi-Academy Trusts

Published by:
Juniper Education, Education HR
Boundary House, 4 County Place, Chelmsford
ESSEX CM2 0RE

Contents

1.	Introduction	4
2.	Policy Statement	4
3.	Scope	4
4.	Roles and Responsibilities	4
4.1	Specific Roles and Responsibilities	5
5.	The Recruitment Procedure	5
5.1	Pre-advertisement	5
5.1.1	Identifying a vacancy	5
5.1.2	Job Descriptions / Person Specification	5
5.1.3	Setting Timescales	6
5.1.4	Recruitment pack	6
5.1.5	Visits	6
5.2	Advertising	6
5.3	Application	7
5.3.2	Recruitment Monitoring Information Form	7
5.3.3	Acknowledgement	8
5.4	Shortlisting	8
5.4.1	Invitation to interview	8
5.4.2	Requesting references	8
5.5	Selection process	8
5.5.1	Screening applicants using social media (optional)	9
5.6	Employment Offer	9
5.7	Induction and Probation	9
5.7.1	Induction	9
5.7.2	Probation	10
5.8	Record Retention/Data Protection	10
5.8.1	Selection Records	10
5.8.2	Personal File Records	10
6.	Engaging Volunteers	11
6.1	Interviewing Volunteers	11
6.2	Application Forms	11
6.3	Role Profiles	12
7.	Agency Staff and other workers	12
Appendices:		
	Appendix A – Recruitment and Selection Policy Statement	13
	Appendix B – Summary of Recruitment Procedure	16

1. Introduction

This document sets out the recruitment and selection procedures which will be followed by the LIFE Education Trust and all of its schools.

2. Policy Statement

The purpose of this policy is to ensure the practice of safe recruitment of all staff appointed to the Trust. It also sets out the minimum requirements to:

- Ensure the safety of all children at all times
- Deter prospective applicants unsuitable for work with children from applying
- Identify and reject applicants unsuitable for work with children

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our students. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to and competent in their roles.

The Trust is committed to the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The Trust's full Recruitment & Selection Policy Statement including Data Protection information is at Appendix A.

3. Scope

The relevant principles described in this procedure will be applied in relation to everyone who works within the Trust including:

- Staff employed on a permanent basis;
- Temporary and casual staff;
- Unpaid volunteers (see Section 6);
- Those engaged via external organisations such as supply agencies (see Section 7); and □ Contractors and self-employed persons.

4. Roles and Responsibilities

It is the responsibility of the Trust Board to:

- Ensure there are effective policies and procedures in place for the safe and effective recruitment of all staff and volunteers and for the engagement of other adults in accordance with statutory guidance and legal requirements;
- Local Governing Bodies Monitor compliance with those policies and procedures;
- Elect members to sit on the selection panel for the appointment of the CEO and headteachers;
- Approve the appointment of the CEO and headteachers.

It is the responsibility of the CEO, Headteacher and other managers involved in recruitment to:

- Apply robust, transparent and effective recruitment and selection processes in accordance with this procedure, statutory guidance and legal requirements; and
- Ensure that safer recruitment practices are in operation and that all appropriate checks are carried out on all staff, volunteers and others engaged to work at an appropriate point in the recruitment process.

At least one member of each interview panel will have undertaken Safer Recruitment Training.

4.1 Specific Roles and Responsibilities

Amend/delete the table below as applicable in line with the Trust's Scheme of Delegation (SoD). More than one individual/group may appear in each box.

Employee	Recruitment Decision	Approval
CEO	Panel - Trust Board	Trust Board
Headteachers	Panel – CEO / Trust Board / Local Governing Body (LGB)	Trust Board
Senior Leaders*	CEO Headteacher Head of School Local Governing Body	CEO LGB
Other Teachers	Headteacher	
Support Staff	Headteacher	
Trust Employee (Central Services)	CEO Deputed manager	CEO
Trust Senior Employee (Central Services)	Panel – CEO / Trust Board	Trust Board

*The Trust may wish to define which posts (teacher and support staff) falls in Senior Leader category.

5. The Recruitment Procedure

Please see Appendix B for a flowchart summarising the procedure. Further key details are provided below.

Internal vacancies are defined as any vacancy in any Academy within the Trust.

5.1 Pre-advertisement

5.1.1 Identifying a vacancy

Before any action is initiated, careful consideration will be given to the necessity of filling the post, the tasks to be undertaken and the skills, attributes and behaviours required to do the job.

5.1.2 Job Descriptions / Person Specification

A job description and person specification will be drawn up for all posts. The job description will provide a framework of expectations and will define the purpose, scope and the principal duties and responsibilities of the role. The person specification will enable applicants to assess themselves for the job and provides a benchmark for judging suitability. All job descriptions and person specifications will clearly set out the extent of the relationships/contact with children and the degree of responsibility for children for each post.

If a post is public facing and the successful applicant will be required to speak fluent English this will be set out in the job description and person specification. A public facing role is where, as a regular and intrinsic part of their role, the person is required to speak to members of the public, whether face to face or by telephone, will be considered as “customer facing”. This also includes any posts involving communication with pupils and parents.

The job description and person specification will be used throughout the recruitment process to develop the shortlisting and selection criteria.

The salary for the job will be determined at this point and the actual salary range will be advertised.

5.1.3 Setting Timescales

The length of the recruitment process will vary depending on the type of vacancy, the advertising medium, whether it is necessary to advertise both internally and externally and the length of the required notice periods.

5.1.4 Recruitment pack

The recruitment pack will vary according to the post but will consist, as a minimum of:

- Application Form
- Job Description
- Person Specification
- Recruitment and Selection Policy Statement
- Privacy Notice (Applicants)

A Key Information Sheet will be included where appropriate and the pack may also include other relevant information i.e. covering letter, prospectus etc.

5.1.5 Visits

Informal discussions and visits prior to application are welcome by prior arrangement.

5.2 Advertising

The Trust will consider the most appropriate methods of advertising any vacant posts and the format for the advert. This may include advertising the post on professional social media sites in addition to other methods, e.g. website and local/national publications.

To ensure equality of opportunity, all positions will be advertised to encourage as wide a field of candidates as possible, and normally this will entail an external advertisement.

However, there may be circumstances where an internal advertisement may be considered appropriate. This will include where:

- Clear career development and progression paths are being supported;
- There is a reasonable expectation that there are sufficient qualified and experienced internal candidates;
- The position is for additional responsibilities and not a vacant post;
- Staff are at risk of redundancy.

CEO, headteacher, head of school and deputy headteacher posts will be advertised in the manner considered appropriate by the Trust Board. In order to ensure the widest possible field of candidates advertising will usually be national for these roles, unless there is a good reason not to do so.

All agency workers working within the Trust and employees working on fixed term contracts will be informed of any vacancies within the Trust.

The following will be included in the recruitment advert:

- school Name
- job title
- salary
- the safeguarding requirements i.e. whether the role will be engaging in a regulated activity relevant to children
- hours of work and whether term time or all year round
- whether the post is permanent or temporary
- closing date
- dates for shortlisting and interviewing
- expected start date
- contact details
- a brief description of the role including safeguarding responsibilities

All advertisements for all posts will also include the following:

A statement that '***The Academy is committed to safeguarding and promoting the welfare of children and young people.***

- The fact that a DBS check will be conducted on the successful candidate and whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

5.3 Application

5.3.1 Application Form

A standard application form is used for all vacancies. Alternate format application forms will be accepted from disabled applicants, but such applicants must provide all of the information required by the standard application form. Curriculum vitae's will not be accepted in isolation.

All parts of the application form must be completed and the form signed by the candidate. Incomplete application forms will not be accepted and will be returned for completion or checked with the candidate. Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed at interview.

Applicants should be aware that providing false information could result in the application being rejected or, in summary dismissal if the applicant has been selected.

Internal applicants who wish to apply for a new post will be informed whether an application form must be completed or whether a letter of application is sufficient.

5.3.2 Recruitment Monitoring Information Form

As part of the application process, individuals may be asked to complete a Recruitment Monitoring Information form. A Privacy Notice (Recruitment Monitoring Form) will be issued alongside the form.

The recruitment monitoring information does not form part of the selection process and is separate from the application. Completion of the form is voluntary.

Completion of the form will ensure that policies and procedures are effective in avoiding discrimination and promoting equality and diversity in recruitment. The information provided will be used for periodic monitoring and statistical data purposes only. Required reporting of this data will be on an anonymous basis.

5.3.3 Acknowledgement

Due to limited resources only shortlisted candidates will be notified of the outcome of their application.

5.4. Shortlisting

Shortlisting will take place as soon as possible after the closing date. Shortlisting will be undertaken by the selection panel normally consisting of at least two individuals.

The selection panel will consider any inconsistencies and look for gaps in employment and reasons given for them. They will also explore all potential concerns.

5.4.1 Invitation to interview

Once the shortlist has been decided, the shortlisted candidates will be notified as soon as possible. Invitation to interview will be confirmed in writing. Adequate time will be allowed between invitation and interview to allow candidates to prepare for their interview.

Full details of the selection process (i.e. details of the interview and any additional selection exercises) will be notified to the applicant in the invitation to interview letter.

Every effort will be made to accommodate any special requirements/adjustments necessary to enable candidates to participate in the process.

5.4.2 Requesting references

References will normally be taken up on all short-listed candidates, including internal applicants, prior to interview. In line with the statutory guidance, references will be scrutinised and any

concerns resolved satisfactorily, before the appointment is confirmed. References will be required from the candidate's current and/or most recent employer.

In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is confirmed.

For internal candidates at least one reference will be required to cover the applicant's suitability for the advertised role. This could be from a line manager/Head of Department or the Headteacher as appropriate.

5.5 Selection process

The selection process will, as a minimum, consist of a face to face interview even where there is only one candidate and including for internal appointments and promotions and volunteers. Where appropriate, the selection process may include additional activities such as in-tray exercises, group activities, presentations, pupil panels or observed assemblies/teaching.

The process will assess the merits of each candidate against the job requirements (i.e. job description and person specification), and explore their suitability to work with children.

5.6. Employment Offer

The choice of candidate will be determined by the majority view of the interview panel. The panel may identify a first and any reserve choice candidate(s).

The successful applicant will be advised that they are the preferred candidate and a conditional offer made, subject to satisfactory pre-employment checks. A firm offer cannot be made until all preemployment checks have been completed to the satisfaction of the Trust.

These checks include:

- Verifying a candidate's identity. It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available;
- Obtaining (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children). Note that when using the DBS update service we will still obtain the original physical certificate;
- Verifying the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- Verifying the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK.
- If the person has lived or worked outside the UK, make any further checks the Trust consider appropriate and

- Verifying professional qualifications, as appropriate. The Teaching Regulation Agency's (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.

In addition:

- Academies and free schools, should check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State;
- All schools must ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State;
- All schools providing childcare must ensure that appropriate checks are carried out to ensure that individuals employed to work in reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.

Where a preferred candidate has made a declaration of criminal convictions on a Self-Disclosure form (SD2), and/or a positive DBS is received, these will be discussed prior to confirming the appointment in accordance with the Recruitment & Selection Policy Statement.

Where the school setting and post are covered by the Childcare (Disqualification) Regulations, if the preferred candidate declares information on a Disqualification Declaration Form the school will need to establish whether the information declared meets one of the disqualification criteria, in which case the panel may decide to:

- A. discontinue the recruitment process in respect of that candidate
- B. allow the candidate time to apply for an Ofsted Waiver

Once all pre-employment checks have been received and confirmed as satisfactory, a firm offer of employment will be made and the contract of employment (or a contract amendment as applicable) will be issued. The contract/contract amendment will be issued as soon as possible in advance of the proposed start date but in all circumstances no later than the first day of employment.

If the preferred candidate does not accept the post, the panel will consider the option of contacting any reserve candidate(s). This will only be done where these candidates meet the criteria for the role. In this case, if the reserve candidate wishes to proceed to be the preferred candidate a conditional offer will be made subject to satisfactory pre-employment checks as set out above.

Unsuccessful shortlisted candidates will be advised accordingly. All candidates can request feedback on their interview/selection.

Procedure for supply/agency staff

- No person may begin work in the Trust unless the Trust has received written notification from the supply agency that all appropriate checks have been carried out including: identity, relevant qualifications where appropriate, an enhanced DBS disclosure, further checks if person has lived outside UK, right to work in UK, prohibition order checks, Disqualification by Association check and Barred List check.
- Agencies must provide DBS checks dated in last three years for supply staff. Before a person begins work at the school (irrespective of any checks carried out by the employment business) the person's identity and DBS certificate will be checked by the School. Where a

supply teacher will be at the school for more than 3 consecutive days, safeguarding induction will be provided together with copies of safeguarding documentation as well as other relevant policies such as Health and Safety.

- All details relating to supply staff and contractors will be recorded on the Single Central Record

Procedure for contractors

Where the Trust use contractors to provide services, it should set out the safeguarding requirements in the contract between the contractor and the Trust.

The Trust should ensure that any contractor, or any employee of the contractor, who is to work at the Trust, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, the Trust should decide on whether a basic DBS disclosure would be appropriate.

Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. The Trust is responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at the Trust is self-employed, the Trust should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools should always check the identity of contractors on arrival at the school.

Procedure on trainee/student teachers

Where applicants for initial teacher training are salaried by the Trust, the Trust must ensure that all necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children (which in most cases by the nature of the work, they will be), an enhanced DBS check (including children's barred list information) must be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The Trust should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the Trust would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

There is no requirement for the Trust to record details of fee-funded trainees on the single central record. However, the Trust may wish to record this information under non statutory information.

Procedure for volunteers

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so the Trust should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

The risk assessment should consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability; and
- Whether the role is eligible for a DBS check and if it is, what level is appropriate. Details of the risk assessment should be recorded.

When should a DBS with barred list be obtained for volunteers?

The Trust should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly, or provide personal care on a one-off basis.

Employers are not legally permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity.

Supervision of volunteers

It is for the Trust to determine whether a volunteer is considered to be supervised. Where an individual is supervised, to help determine the appropriate level of supervision, the Trust must have regard to the statutory guidance issued by the Secretary of State:

For a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity relating to children;
- Regular and day to day; and
- Reasonable in all the circumstances to ensure the protection of children.

Existing volunteers

Volunteers engaging in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information) unless the Trust has any concerns.

5.7. Induction and Probation

5.7.1 Induction

All new employees, internally promoted staff and volunteers will be provided with an induction program, which will seek to ensure that they are clear about their job role, the expectations of them in terms of standards of performance and conduct and applicable policies and procedures. Any training and development needs will be identified and supported appropriately.

Where applicable, Newly Qualified Teachers will be subject to the Statutory Induction Period.

5.7.2 Probation

All new entrants to the employment of this employer will be subject to the satisfactory completion of a 26 week probationary period (unless their appointment arises from a statutory transfer or they are a newly qualified teacher subject to a Statutory Induction Period).

During the probationary period, new entrants will be expected to establish their suitability for the post.

See the Probation Procedure for more detail.

5.8 Record Retention/Data Protection

5.8.1 Selection Records

Interview notes on unsuccessful applicants will be retained for a 6 month period, after which time, these records will be destroyed.

Under data protection legislation, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the interview panel/Headteacher within 6 months from the date of interview.

5.8.2 Personal File Records

For the successful candidate, the following information will be retained (where applicable) and will make up part of the employee's personal file:

- Application form
- SD2 (until DBS clearance is received)
- Proof of identity
- Evidence of right to work in the UK and any supporting documents
- Proof of required qualifications
- Certificate of good conduct (if applicable)
- Completed pre-employment health declaration form (not full questionnaire if required)
- Evidence of medical clearance (from the Occupational Health Centre if required)
- DBS Consent Form
- Evidence of the DBS check or online status check (not DBS certificate)
- Evidence of DBS Children's Barred List check
- Evidence of prohibition from teaching check (if applicable)
- Evidence of completion of Statutory Induction (Teachers only where applicable)
- Evidence of s128 Directions check (e.g. file note confirming check completed)
- Disqualification risk assessment form and any disqualification waiver documentation (where applicable)
- References

Relevant evidence of pre-employment checks will be retained on volunteers, contractors and other workers as required by Statutory Guidance (Keeping Children Safe in Education).

Information will be collected, held and processed in accordance with the Trust's data protection policy and record retention schedule.

1. The Trust is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and setting as detailed in the Conditional Offer Letter prior to contract:
 - receipt of satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - further satisfactory DBS disclosures renewed every 3years
 - verification that you not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness for the particular role

- verification of qualifications and of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bindovers (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.

- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in nonconfirmation of employment on the grounds of trust, honesty and openness).

This Trust operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

Employees will be required to renew their Disclosure and Barring checks every 3 years in line with Havering Guidance

8. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.

Appendix B – Summary of Recruitment Procedure

