

Policy Title:	Recruitment & Selection Policy
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Member of Staff Responsible:	Chief Executive Officer
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Change Record		
Version	Date	Description
1.1	13/02/23	Additions to Safer Recruitment & Selection section, Unsuccessful Candidates, Pre-employment Checks, Adults Working with Children: Not Employed Directly by the Trust, Induction, Single Central Record, Redundancy and Redeployment, Interview Letter, Self Disclosure Form, Associate staff and teacher reference forms, Appendix 6
1.2	05/02/24	Update to Maximising Existing HR, Advertising, Shortlisting, Selection Activity and Interview, References, Pre-Employment Checks, Supply Staff, Non Salaried Fee Funded, Application Form, Pre-employment check matrix, letter, Criminal Conviction Self Disclosure Form Equal Opportunities form added
1.3	02/02/2026	Updates incorporating the use of SAMPeople Recruit
1.4		

Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind

Purpose

Primitas Learning Partnership (PLP) is committed to attracting, selecting and retaining individuals who have the right motivation, skill and experience to make a positive contribution to the Trust's success and the delivery of high quality education.

PLP is committed to achieving this through:

- systematic recruitment and selection processes that are applied consistently and fairly in accordance with good practice and equal opportunities;
- attracting and drawing on applicants from a range of backgrounds reflecting the communities being served;
- adhering to the legislation and guidance which governs recruitment and selection.

Scope

This policy applies to all school staff including volunteers, temporary and fixed term staff, casual staff, Members, Trustees and Governors responsible for and involved in recruitment and selection.

Guiding Principles

In recruiting all staff, the following guiding principles will apply:

Safeguarding Vigilance

The safeguarding of young people is a priority for PLP. There must be compliance with safer recruitment procedures and processes. All individuals responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements including the DfE statutory guidance contained in Keeping Children Safe in Education.

Equitability and Fairness

The Trust will safeguard individuals' rights to fairness and equality of opportunity in conjunction with the business needs and values of PLP. The Trust promotes diversity in the workforce.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

Consistency and Objectivity

The selection criteria will be communicated at the outset of the process and consistently adhered to throughout each recruitment and selection activity, with clarity of process and policy for managers and applicants.

Merit Principle

Recruitment and selection will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience, skills and personal qualities will be assessed at the level that is relevant to the job. The candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

Efficiency and Effectiveness

The process will ensure best value and the best outcome for the Trust.

Maximising Existing Human Resources

It is PLP's policy that all vacancies will be advertised internally i.e either within an individual Academy or Trust-wide (depending on the role and circumstances) and ring fenced if necessary and there will be no expectation to advertise externally if there is a suitably strong field of internal applicants. Existing staff are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills and personal qualities. PLP aims at all times to recruit the person who is most suited to the particular job.

Appointing Managers are expected to consider redeployment of existing staff and reconfiguration of internal roles prior to advertising externally, particularly during a period of change when significant numbers of staff are likely to be displaced.

PLP will consider redeployment opportunities for staff across all schools within the Trust as appropriate.

All internal recruitment procedures will operate to the same professional standard as the procedures that the Trust will follow when recruiting externally.

Approach

Those responsible for recruitment and selection will ensure that all applicants and candidates are treated in a non-discriminatory way, with the focus on the needs of the job and the skills required to perform it effectively.

Accountabilities

The appointing Manager is responsible for ensuring the recruitment and selection process is administered in line with this policy. The Chief Executive Officer (CEO)/Headteacher will determine whether a vacancy should be recruited to in their particular school, (with the exception of their own roles, where decisions will be made by the Trust Board or Local Governing Body in collaboration with the Trust Board.) They should undertake job design and analysis, establish a selection panel, manage a valid selection process, and any associated administrative arrangements. The CEO/Headteacher should ensure that the process is compliant with the requirements of the policy. If they choose to delegate parts of this task to others, overall accountability still remains with the CEO/Headteacher.

At least one member of the interview panel must be trained in Safer Recruitment principles as identified in Keeping Children Safe in Education. The chair of the interview panel is responsible for ensuring that other panel members comply with the relevant Safer Recruitment legislation and guidance.

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

Responsibilities

The Trust Board has overall responsibility for staffing matters of the central team and the Local Governing Body has overall responsibility for staffing matters of its Academy; however, they usually delegate this responsibility to the CEO/Headteacher, or an individual Trustee/Governor or committee of Trustees/Governors working with or without the CEO/Headteacher in line with the Trust Scheme of Delegation. The appointed person leading the recruitment and selection retains accountability and responsibility for the process and decision making.

Where responsibility is delegated, the CEO/Headteacher may involve other Trustees/Governors in the selection processes, for example in interviewing candidates and consulting on their suitability.

The Trust Board has overall responsibility for matters pertaining to the recruitment of Trust personnel, such as the Chief Executive Officer, Chief Finance & Operating Officer and any other executive or central roles.

Safer Recruitment and Selection

Advertising

Prior to advertising a vacancy, the job description and person specification for the job will be either drafted or reviewed and updated. The job description should specify the postholder's responsibilities for safeguarding young people and the person specification should set out the required skills and competencies to demonstrate this commitment.

All advertisements must include the Primitas Learning Partnership's statement demonstrating its commitment to safeguarding young people and safer recruitment practice which is:

The Trust/Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service

All job adverts will include a statement that the safeguarding and child protection policy for each Academy is available on each Academy's website, prospective candidates are encouraged to read this prior to completing their application.

It will not be necessary to advertise all job vacancies externally. The Trust/Academy may advertise a vacancy in such a manner as it considers appropriate.

When advertising vacancies internally, the Trust/Academy should ensure that all appropriate employees in other schools in the MAT have access to the opportunity. Employees will be encouraged to view all vacancies on the Trust Intranet.

All applications must be made via SAMPeople Recruit. CVs will not be accepted.

Shortlisting

Applications will be assessed against the criteria identified in the person specification on the standard shortlisting matrix form (Appendix 2). The shortlisting panel will be a minimum of two individuals and the applicants will be scored against the scoring criteria.

SAMPeople Recruit will highlight any employment gaps, etc that will need to be followed up or explored at the selection and interview stage e.g. lack of references, regular changes in employment and unverified information such as qualifications.

Shortlisted candidates will be sent an invitation for an interview that will reiterate PLP's commitment to safeguarding and the requirement for pre-employment checks (Appendix 3). All shortlisted candidates must complete a self-disclosure form in full and return the form prior to the interview.

Identity and proof of right to work in the UK should be checked at interview stage.

Shortlisted candidates will be advised that online checks will be conducted for the preferred candidate prior to a conditional offer being made, as part of the due diligence checks in the recruitment process.

Selection Activity and Interview

The interview panel/s will consist of at least two individuals, one of whom must be safer recruitment trained. The panel/s will ask pre-determined questions and record responses on the standard interview notes form, marked against the scoring criteria (Appendix 4).

Where a number of selection activities have taken place, the scores and feedback from those activities will be taken into account before a decision is made. A weighting can be applied to selection activities if appropriate.

Candidates will always be required to:

- Explain any gaps in employment;
- Explain any anomalies or discrepancies in the information available to the selection panel;
- Declare any information that is likely to appear on a DBS disclosure;
- Demonstrate their attitudes, motivation and values for working with children and young people and their capacity to safeguard and protect the welfare of children and young people which is specific to their role and position within PLP;
- Bring with them evidence of their identity (photographic), address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant's documents will be destroyed.

PLP does not make payment for interview expenses.

Unsuccessful Candidates

If requested unsuccessful candidates will receive verbal feedback following their interview.

Interview notes and application forms on unsuccessful candidates will be retained for a period of 6 months after which they will be destroyed.

References

References will be requested prior to interview and be available to the chair of the interview panel on the day of selection and interview. A reference must also be obtained for internal candidates. One of the referees must be the candidate's current or most recent employer. The Trust/Academy reserves the right to seek a reference from the most senior professional from the candidate's current or most recent employer, even if they are not listed as a referee on the candidate's application form. Open references or those provided by the candidate will not be accepted. References must be requested using PLP's standard reference request form via SAMPeople Recruit.

The appointing Manager is responsible for cross-referencing employment dates and job detail with the candidate's application form. Any discrepancies or issues should be explored and all the facts should be available to the panel before any conditional offer of employment is made. References for the preferred candidate, will be verified.

PLP will provide a reference for current employees when formally requested, in writing, to do so by a prospective employer. The reference will be provided on the organisation's own standard reference form and will be from the CEO/Headteacher. If employees leave PLP and require a reference to be provided in the future upon formal written request, they must give their consent to this before leaving PLP and a note will be kept on their personnel file of their wishes in this regard.

Pre-Employment Checks

Relevant documentation must be fully completed at each stage of the process. This will include the verification of **original** documents of candidates at the interview stage and the completion of all necessary pre-employment checks as specified in the DfE Keeping Children Safe in Education guidance document which includes but is not limited to, an Identity check, a Right to Work check, Disclosure and Barring Service Check, Prohibition Order Check on those carrying out teaching work this may include Teachers, Teaching Assistants, HLTAs, Section 128 check (where applicable), Childcare Disqualification, satisfactory references, online search, medical assessment and overseas checks as appropriate. The pre-employment checking and appointment process will not be circumvented for the sake of expediency.

The successful candidate will be required to show their original paper DBS certificate prior to taking up their post in order for the comparison of any information disclosed at interview with information on the certificate.

PLP considers teaching work to be: planning and preparing lessons and courses for pupils, delivering lessons to pupils, assessing the development, progress and attainment of pupils and reporting on the development, progress and attainment of pupils, therefore any postholder who is involved in such work would be subject to a Prohibition order check.

The Trust/Academy will conduct an online search on the shortlisted applicant who proves to be the preferred candidate, as determined by the scoring of the selection process. The Trust and each Academy has the right to check more than one preferred candidate if circumstances dictate that this is needed (eg if the scoring is extremely close.) The search will be undertaken by a designated checker who has not been involved in the recruitment process. The results will be recorded on an Online Search Form via SAMPeople Recruit. The purpose of the online search is to help identify any incidents or issues that have taken place and are publicly available online. Relevant information may be explored with the candidate prior to appointment.

At the end of the selection process, the preferred choice candidate will be made a conditional offer of employment

subject to the acquisition of satisfactory pre-employment checks. Failure to satisfy all pre-employment checks may result in the withdrawal of a conditional offer of employment.

All pre-employment checks must be recorded on the Single Central Record in line with the guidance published in Keeping Children Safe in Education. Documents in support of the DBS application, employee's identity, right to work and required qualifications will be retained on their personal file.

If the CEO/Headteacher requires an individual to start work in regulated activity before the DBS certificate is available, then a risk assessment must be completed and held on the personnel file. The CEO/Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document. As a minimum, the individual must be appropriately supervised and all other checks, including a stand-alone children's barred list check, must have been completed. The risk assessment must be discussed with the Manager and new employee.

Where an existing employee changes role, additional checks should be completed applicable to the role, for example, when an employee moves into regulated activity. If there are any concerns about an employee or an employee does not have a DBS check because it was not applicable at the time of their appointment and their role has changed over time, it would be appropriate to complete a DBS check.

Adults Working with Children: Not Employed Directly by the Trust

Supply Staff

The Trust/Academy will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. The Trust/Academy will carry out identity checks when the supply staff member arrives for work. If there is a disclosure detailed on the DBS certificate for a supply member of staff the school must obtain a copy of the certificate and undertake a risk assessment.

Volunteers

The Trust/Academy carries out DBS and pre-start vetting checks appropriate to the post (as above) and requires regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation and any risk assessment carried out by the Trust/Academy.

Members and Trustees

Members and Trustees of the PLP will have an enhanced DBS check. Checks will also be undertaken to confirm identity and if the individual lives or has lived outside of the UK.

The Trust will also ensure that any Member or Trustee is not subject to a Section 128 direction that would prevent them from taking part in the management of Primitas Learning Partnership.

Governors

All Governors must have an enhanced DBS check. Any Governors who volunteer in an establishment of PLP will be treated on the same basis as other volunteers and an Enhanced DBS check with a Barred List Check will be obtained in they are to be engaged in regulated activity.

The Academy will also ensure that any Governor is not subject to a Section 128 direction that would prevent them from taking part in the management of an Academy.

Non salaried Fee Funded

When volunteers are working in an Academy as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. It is the responsibility of the training provider to carry out the necessary appropriate checks but the Academy will need written confirmation that these checks have been completed and the provider has judged the individual is suitable to work with children. However, the Academy will require proof of DBS enhanced clearance with barred list check as appropriate and will carry out

identity checks when the student arrives on site. The Academy will also require students to complete the Childcare Disqualification Declaration if they are working within an EYFS or later years care setting.

Salaried Students

Necessary checks must be completed for salaried initial teacher trainees. As trainee teachers are engaged in regulated activity an enhanced DBS check (including barred list check) must be obtained.

Students on Work Experience

Students on work experience will always be supervised. Any student over the age of 16 may be required to complete a Disclosure and Barring Service check depending on the nature of the work experience.

Contractors

The Trust/Academy will ensure that contractors, or any employee of the contractor, working on site has been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. The Trust/Academy will check the identity of contractors and their staff on arrival.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

Redundancy and Redeployment

Any employee who is dismissed on grounds of compulsory redundancy will be eligible to apply for any posts advertised and will be required to attend a selection process if they are shortlisted. This selection process will be the same as applied to any other applicant.

An employee who is rehired may be subject to the provisions set out in the Local Government Modification Order.

Employees in a redeployment situation will be considered against suitable vacancies. All applicants who meet the essential criteria for the post (as set out in the person specification) will be offered an interview. The Trust/Academy has a responsibility to consider suitable alternative employment across the MAT.

Induction

All new employees will be given an induction programme which will include systems within the school which support safeguarding:

This includes (but is not limited to)

- Safeguarding Policy
- Behaviour Policy
- Staff Code of Conduct
- The role and identity of the Designated Safeguarding Lead and Deputies

All staff members will receive Level 1 Safeguarding training.

All staff will be required as part of their induction to read and understand at least Part 1 of Keeping Children Safe in Education.

Please refer to the Induction Policy.

Single Central Record

A Single Central Record is kept in accordance with the DfE requirements.

Please refer to the Single Central Record Policy.

Data Protection

The Trust will comply with the provisions of the Data Protection Act 1998. Employee data will be processed by the Trust/Academy in accordance with the principles of that legislation, as necessary for the performance of the employee's contract of employment and/or the conduct of the Trust's/Academy's business. The Trust will ensure that personal information about an employee, including information in personnel files, is securely retained.

This Policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

STRICTLY CONFIDENTIAL**SHORT APPLICATION FORM – INTERNAL CANDIDATES**

This form should be used when applying for internal job vacancies. Please complete the form in as much detail as possible because this will be used for shortlisting purposes.

Name:	Click or tap here to enter text.
Current job title:	Click or tap here to enter text.
Current hours of work:	Click or tap here to enter text.
Current salary grade:	Click or tap here to enter text.

I wish to express an interest in the following job:

Job Title	Grade and Salary	Working Hours
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Application Form

Please complete the application form as fully as possible focusing on how your experience, knowledge, skills and personal qualities demonstrate you are suitable for the job role. The information gathered from the application form and during the selection process only will be used to assess your suitability.

1.	Please explain why you have applied for this role. Click or tap here to enter text.
2.	Please consider the job description and person specification for the job you are applying for and identify your specialist knowledge, experience and skills which are relevant to the job. Knowledge: Click or tap here to enter text.

	Experience: Click or tap here to enter text.
	Skills: Click or tap here to enter text.
3.	Please provide any additional information you wish to be considered in support of your application Click or tap here to enter text.

Do you require any adjustments or specific arrangements to be made for you during the selection process? YES ☐ NO ☐

If yes, please specify:

Click or tap here to enter text.

Signed:Click or tap here to enter text.	Date:Click or tap here to enter text.
Print Name:Click or tap here to enter text.	

Shortlisting Matrix

Job Title		Shortlisting Date	
Grade		Panel Member	

Key:

3 – Exceeds criteria

2 – Meets criteria

1 – Partly meets criteria

0- Fails to meet criteria

[illegible]

Pre-employment Check Matrix

Category	Identity	Right to Work	Children's Barred List Check	Enhanced DBS with Barred List Check	Overseas (if applicable)	Teacher Prohibition (plus EEA)	Childcare Disqualification (if applicable)	S128	Two Satisfactory References	Verification of medical fitness	Verification of qualifications, professional skills	Online Search
Teacher (inc salaried trainee/ student teacher)	✓	✓	Only applicable if employee starts work before DBS is received	✓	Only if applicable	✓	✓	Only applicable if Dept, leadership & additional responsibilities	✓	✓	Including QTS status	✓
Associate staff	✓	✓	Only applicable if employee starts work before DBS is received	✓ If in regulated activity	Only if applicable	Only if applicable eg HLTA, TA	Only applicable if delivery or managing childcare	Only applicable if Leadership Team & additional responsibilities	✓	✓	✓	✓
Agency/ Third Party	✓	✓ Written confirmation from agency or third party	NA	✓ Written confirmation from agency or third party	Only if applicable Written confirmation from agency or third party	✓ Written confirmation from agency or third party	Only applicable if delivery or managing childcare Written confirmation from agency or third party	✓ Only applicable if Leadership Team & additional responsibilities Written confirmation from agency or third party	✓ Written confirmation from agency or third party	NA	Including QTS status Written confirmation from agency or third party	✓ Written confirmation from agency or third party
Volunteers (Regular)	✓	✓	NA	✓ If in regulated activity	Only if applicable	Only if applicable	Only applicable if delivery or managing childcare	NA	✓	NA	✓	✓
Members, Trustees, Governors	✓	✓	NA	✓ If in regulated activity	Only if applicable	✓ If in regulated activity only	✓ If involved in management or childcare	✓	✓	NA	✓	✓

Category	Identity	Right to Work	Children's Barred List Check	Enhanced DBS with Barred List Check	Overseas (if applicable)	Teacher Prohibition (plus EEA)	Childcare Disqualification (if applicable)	S128	Two Satisfactory References	Verification of medical fitness	Verification of qualifications, professional skills	Online Search
Contractors	✓ Appropriate level for work	✓ If in regulated activity written confirmation from the contractor	Only applicable if contractor starts work before DBS is received and they are in regulated activity Written confirmation from the contractor	✓ If in regulated activity/ written confirmation from contractor	Only if applicable Written confirmation from the contractor	✓ Written confirmation from the contractor	Only applicable if delivery or managing childcare Written confirmation from the contractor	✓ Only applicable if Leadership Team & additional responsibilities Written confirmation from the contractor	If applicable Written confirmation from the contractor	If applicable Written confirmation from the contractor	Including QTS status If applicable Written confirmation from the contractor	If applicable Written confirmation from the contractor
Visitors	✓ Appropriate level	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Trainee teacher (funded via trng provider)	✓	✓ Written confirmation from trng provider	Only applicable if Trainee starts work before DBS is received	✓ Written confirmation from trng provider	Only if applicable Written confirmation from trng provider	✓ Written confirmation from trng provider	Only applicable if delivery or managing childcare Written confirmation from trng provider	✓ Written confirmation from trng provider	✓ Written confirmation from trng provider	NA	✓ Written confirmation from trng provider	✓ Written confirmation from trng provider

Verification of change of name where applicable.

Detail any risk assessments where applicable.

Re-check existing staff:

- If there is concern about a staff member's suitability to work with children; or
- If a staff member moves from a post that was not regulated activity into a post which is regulated activity.

Dear Forename

Further to your application for the post of *Job title*, I would like to invite you to attend for interview on *Date*. Please report for the interview at *Time*. *(As part of the interview process you will be required to teach Lesson, Yr group. The lesson will be observed and the topic is the Topic. We envisage that the interview process will take all morning.) (We envisage that the interview process will take the whole morning. You will be asked to undertake a number of tasks as part of the interview process but you do not need to prepare anything specific prior to the day.)*

Please email *Office Manager/PA name and email address* or telephone on the above number to confirm your attendance at the interview. Please also confirm whether you require any reasonable adjustments to be made to help you access the interview process.

You are also requested to bring with you to interview, evidence of your qualifications (degree, further education certificates, QTS & certificates relevant to the qualifications detailed in the person specification) and identification to meet the requirements of the Asylum & Immigration Act 1996, as outlined in the Guidance Notes for Applicants.

This position is subject to an Enhanced Disclosure and Barring Service check. The successful candidate will be required to complete the DBS disclosure application form electronically after a conditional offer of employment has been made.

Please also bring with you identification for DBS purposes, specifically:

- Passport;
- Driving Licence;
- Birth Certificate;
- Document showing National Insurance Number;
- Bank statement or utility bill showing your current address (dated within the last 3 months or 12 months if a Council Tax statement);
- Proof of your last five year's address history;
- Surname at birth and date used to (if there has been a name change).

In addition, as part of the shortlisting process we will carry out an online search on the preferred candidate(s). This search will be carried out by a member of staff who has received Safer Recruitment training and will not be involved in the recruitment process. A consistent approach will be taken and the results will be recorded on an Online Search Report. The purpose of the online search is to help identify any incidents or issues relevant to the suitability to work with children, that have happened and are publicly available online, which we may want to explore with you prior to appointment.

The successful candidate will also be required to satisfy all other required pre-employment checks, details of which will be outlined in the conditional offer letter.

I would like to confirm that if you are an unsuccessful candidate, your application and any other selection information obtained during the recruitment process will be retained securely for six months and will then be shredded. Your identification for the purpose of the DBS will be shredded immediately.

Please complete the attached Criminal Conviction Self Disclosure Form and bring this with you to the interview in a sealed envelope.

We look forward to welcoming you on the *date of interview*.

Criminal Conviction Self Disclosure Form - Regulated Activity

Primitas Learning Partnership is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information and guidance on whether a conviction or caution should be disclosed is available on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Having a criminal record will not necessarily bar you from employment and will be considered on a case by case basis. Failure to disclose any previous convictions or cautions that are not protected could result in withdrawal from any job offer or dismissal should it be subsequently discovered. Any information disclosed after shortlisting will be entirely confidential and will be considered only in relation to this application.

Any information given will be treated as confidential and managed in accordance with the Data Protection Act 2018 and the Trust's Data Protection Policy and Privacy Notices. You should note that disclosing a conviction does not necessarily result in your application being rejected. Failure to disclose may result in withdrawal from any job offer.

Please read the Self Disclosure – Applicant Guide before completing this form.

Part 1

For completion by the applicant:

Name of applicant:			
Previous name(s): Please include date(s) each name was used from and to (MM/YY)			
Full address history including postcode: Please include dates from and to (MM/YY) for each address			
Telephone/Mobile number:			
Date of Birth:		Gender:	

Part 2 - Self Disclosure Form for Regulated Activity

For completion by the applicant

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	Yes ☐	No ☐
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If yes, please provide further information:		
	Yes ☐	No ☐
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	Yes ☐	No ☐
Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013?	Yes ☐	No ☐
Have you been barred from working in regulated activity with children (ie are you included on the Disclosure and Barring Service Children’s Barred List)	Yes ☐	No ☐
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	Yes ☐	No ☐
Have any orders relating to the care of children, as set out in Schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you? This includes, but is not limited to: • Orders disqualifying you from caring for children • Orders disqualifying you from private fostering • Any refusal of an application for you to be registered in relation to a children’s home • Care/child protection orders issued in respect of a child in your care	Yes ☐	No ☐
Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007, for any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018? This includes, but is not limited to: • Any offence against or involving a child • Any sexual offence • Any violent offence, ie murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)	Yes ☐	No ☐
Please provide further information where you have answered ‘Yes’ to any of the questions above.		

Confirmation of declaration

- ☐ I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the Trust's/Academy's attention.
- ☐ In accordance with the Trust's/Academy's procedures, if required, I agree to provide a valid criminal record certificate and consent to the Trust/Academy clarifying any information provided on the disclosure with the agencies providing it.
- ☐ I agree to inform the Trust/Academy within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people or any potential criminal matter.
- ☐ I understand that the information contained on this form, the result of the criminal record check and information supplied by third parties may be supplied by the Trust/Academy to other persons or organisations in circumstances where this is considered necessary to safeguard children.
- ☐ I understand that it is an offence to apply for a role at Primitas Learning Partnership if I am barred from engaging in regulated activity relevant to children.

Signature of applicant:			
Print Name:		Date:	

Please complete, sign and bring the form with you to your interview

INTERVIEW NOTES FORM – Job Title, Date

Candidate Name:

Panel member name:

Each panel member will complete a form for each candidate. The scoring of each question will be based on the criteria below:

0	Unable to answer or answer completely irrelevant	1	A few good points but main issues missing. No examples/irrelevant examples given	2	Some points covered but some not relevant. Some examples given.
3	Some points covered with relevant information. Some examples given.	4	Most points covered with relevant information, supported by good examples.	5	All points covered supported by relevant information and good examples.

1	Why have you applied for the post of at Academy/School?	Score	Interviewee
	Comments/Feedback		
2		Score	
	Comments/Feedback		

Checklist candidate understanding of terms of employment:

- Expectation that this is a permanent/temporary, part time/full time, term time appointment – 37 hrs per wk, subject to DBS, Refs
- Expectation that appointment starts (date)
- Salary – £

Interview comments and feedback	Total Score

Signed:

Date: Panel member

Policy Statement on the Recruitment of Ex-Offenders

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job they are applying for is exempted from the Rehabilitation of Offenders Act 1974.

How this affects school based positions

All school based roles are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for school based jobs must, therefore, disclose all spent and unspent, unfiltered convictions.

All applicants who are offered employment in PLP will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent, unfiltered, convictions. An Enhanced DBS (check) may also contain non-conviction information from local police records which a Chief Police Officer thinks may be relevant.

Having a criminal record will not necessarily bar someone from working in our schools.

Criminal records will be taken into account from recruitment purposes only when the conviction is relevant.

When reaching a recruitment decision the following factors will be taken into account:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters and
- the circumstances surrounding the offence and the explanation(s) offered of the offending person.

As a Trust assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the Trust complies fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly.

The Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Trust can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

The Trust can only ask an individual about convictions and cautions that are not protected.

The Trust are committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The Trust have this written policy statement on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

The Trust selects all candidates for interview based on their skills, qualifications and experience.

All application forms, job adverts and information for candidates will contain a statement that an application for DBS will be submitted in the event of the individual being conditionally offered the position.

The Trust ensures that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

The Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders eg the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the Trust will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

The Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing any conditional offer of employment.