

# Morris Education Trust

## Safer Employment Practice Policy (Recruitment, Selection, Induction)

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## 1. Policy Statement

The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the Trust community to share this commitment. We will ensure that our employment policies and practices support the development and maintenance of an environment where children and young people are safe and able to make the most of their opportunities to learn. Our policies and practices will support the recruitment, retention, deployment and development of competent, well-motivated employees who are suited to and fulfilled in the roles they undertake.

The first step towards safeguarding and promoting the welfare of children in our Trust is to ensure that we recruit and select employees, workers and volunteers in accordance with best safer recruitment practice and equal opportunity for all. However, we recognise that this is only one aspect of securing a safe environment for children and young people. The policy is grounded in the good practice set out in 'Keeping Children Safe in Education 2016'.

## 2. Scope of the policy

This policy applies to all employees, trustees, governors, volunteers, agency workers, supply staff and anyone else who undertake work of any kind on our premises.

## 3. Roles and responsibilities

### The Trustees will:

- prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required, and ensuring volunteers are appropriately supervised;
- ensure that the Trust has effective policies and procedures in place for the recruitment of all staff and volunteers, in accordance with DfE guidance and legal requirements;
- delegate appropriate responsibility for recruitment and selection to the CEO and Principals but will support them in discharging these roles;
- ensure that the Trust has effective policies and procedures in place for promoting safer employment and child safeguarding;
- undertake appropriate training in relation to child safeguarding;
- monitor the Trust's compliance with safer employment and child safeguarding policies on an annual basis.

### The CEO will:

- support the Principals in discharging their responsibilities;
- ensure the Scheme of Delegation is followed;
- ensure that for all vacancies whether permanent, temporary or casual, an Appointment Approval form (Appendix 1) is completed and that all appointments are approved by the COO before the recruitment process starts to ensure a fair, transparent process and equal opportunity to all;
- ensure that the Trust operates safe recruitment practices and ensure that all appropriate checks are carried out on staff, volunteers and others before they starting working;
- ensure that the Trust operates safer employment practices at all times and make sure that managers and staff fully understand the important part they play in achieving a safe environment for children and young people;
- monitor contractors' and employment agencies' compliance with this document;

- promote the welfare of children and young people at all times.

**The Principals will:**

- ensure the Scheme of Delegation is followed;
- ensure that for all vacancies whether permanent, temporary or casual, an Appointment Approval form (Appendix 1) is completed and that all appointments are approved by the COO before the recruitment process starts to ensure a fair, transparent process and equal opportunity to all;
- ensure that the School operates safe recruitment practices and ensure that all appropriate checks are carried out on staff, volunteers and others before starting work;
- ensure that the School operates safer employment practices at all times and make sure that managers and staff fully understand the important part they play in achieving a safe environment for children and young people;
- monitor contractors' and employment agencies' compliance with this document;
- promote the welfare of children and young people at all times.

All other staff volunteers, agency workers, supply staff, visitors and others will:

- be expected and required to comply with the spirit and intention of this document.

**Contractors:**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

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

We will check the identity of all contractors and their staff on arrival at the school.

**Agency and third party staff**

We 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. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

**Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

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.

## **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity

## **Trustees/Governors**

All trustees and local 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 of Trustees will have their DBS check countersigned by the Secretary of State.

All trustees and local governors will have the following checks:

- Section 128 direction [only required for local governors if they have been delegated any management responsibilities]
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

## **Visitors:**

We do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates for visitors (for example children's relatives or other visitors attending a sports day). The Principal or COO will use their professional judgement about the need to escort or supervise visitors.

## **The Trust's HR provider will:**

- be responsible for administering DBS checks for the Trust.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

## **4. Recruitment and Selection**

### **4.1 General principles**

This policy provides a good practice framework to comply with the principles set out in our Equality and Diversity Policy and in the Equality Act, 2010. We fully recognise the value of, and will seek to achieve, a diverse workforce which includes people from different backgrounds with varied skills and abilities.

***We are committed to ensuring that the employment of all members of our Trust is fair, transparent, consistent, and efficient, and promotes equality of opportunity.***

All posts within the Trust are exempt from the Rehabilitation of Offenders Act, 1974, so all applicants will be required to declare spent and/or unspent convictions, cautions and bind overs which are not “protected” and undertake an enhanced Disclosure and Barring Service (DBS) check. The Trust is committed to ensuring that people who have been convicted are treated fairly and given the opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position with our Trust.

We will:

- ensure all staff, whether permanent, temporary, casual or volunteers, are recruited on the basis of the knowledge, experience and skills needed for the job;
- ensure that trustees, governors and staff who regularly undertake recruitment receive safer recruitment training and successfully achieve safer recruitment accreditation and that a minimum of one member of the interview panel has achieved safer recruitment accreditation;
- ensure that all job descriptions and person specifications specify the safeguarding responsibilities of the posts;
- ensure that all advertisements, applicant packs, policies and our websites reflect the fact that we take our responsibilities for child safeguarding very seriously;
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken to avoid appointing anyone who is:
  - unsuitable to work with children; or
  - is disqualified from working with children; or
  - does not have suitable skills and experience for their intended role;
- maintain a single central record of recruitment and vetting checks in line with DfE requirements;
- ensure that the terms of engagement for any contract with a contractor or agency requires them to adopt and implement the same standards as are described in this policy, which we will monitor;
- require staff who are convicted or cautioned for any offence during their employment with the Trust to notify the Principal or CEO in writing of the offence and the penalty without delay;
- ensure that safeguarding responsibilities are explicit in the job description of the Designated Safeguarding Lead (further guidance can be found in Keeping Children Safe in Education 2014)

## **4.2 Preparation Stage**

### **4.2.1 Approval form**

Prior to any preparations for recruitment, the Principal or Head of MET-Living will gain approval from the COO for the recruitment process to start using the form in Appendix 1. This will ensure that the role will be advertised and recruited in a fair and transparent manner and that there is sufficient budget allocation for the role.

### **4.2.2 Job descriptions and person specifications**

All job descriptions and person specifications will set out the role’s safeguarding responsibilities and will be prepared using the Trust’s standard templates. The precise range of responsibilities will differ but every post, whether paid or voluntary, will include responsibility for ensuring the safety and security of children and young people.

### **4.2.3 Advertising and applicant packs**

The Trust will advertise all vacant posts to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or where members of our staff are at risk of

redundancy, we reserve the right to advertise the vacancy to the Trust and school community first before considering an external advertisement.

Wherever the advertisement is placed, it will include information on the Trust's commitment to safeguarding and promoting the welfare of children and the requirement for a DBS check. The applicant pack will also include a copy of (or a link to) our safeguarding policy and a statement of the Trust's commitment to child safeguarding.

#### **4.2.4 Application forms**

The Trust will use a standard application form for every applicant. CVs will not be accepted. We will expect and require candidates for all posts, paid or voluntary, to provide a full employment history and to account for any gaps or discrepancies either on the application or, subsequently, at interview.

Applicants should be aware that providing false information is an offence and could result in their application being rejected or in summary dismissal if the applicant has already been appointed. This may also result in the matter being referred to the police and/or a professional regulatory body e.g. the Disclosure and Barring Service.

#### **4.2.5 Declaration of convictions**

The Trust will require the shortlisted applicants for all posts, paid or voluntary, to complete a form declaring all spent or unspent convictions, cautions, warnings or reprimands except those that are protected. This is on the basis that all roles in schools are covered by the Recruitment of Ex-Offenders Exemption Order. The declaration form will also include a question regarding any pending criminal prosecutions.

Some convictions or cautions (including warnings and reprimands) are deemed "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2013. This means that some spent convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check and the Trust cannot ask for information about protected convictions or cautions, or take these into account when considering an appointment.

The Principal (or his/her nominee) or COO will discuss any relevant, positive declarations with the applicant, however, they must not ask about anything that is protected. The disclosure of convictions, cautions or pending prosecutions will not necessarily prevent the applicant being appointed but the information will be considered as part of the pre-employment risk assessment in the same way as DBS disclosures.

Guidance and criteria for the filtering of convictions and cautions can be found on the Disclosure and Barring Service website at: [www.gov.uk/government/disclosure-and-barring-service](http://www.gov.uk/government/disclosure-and-barring-service).

### **4.3 Selection stage**

#### **4.3.1 Short listing**

Short listing will always be carried out by a minimum of two people, using an agreed short listing form, in the interests of transparency. The short listing criteria will be drawn from the person specification for the vacant post and each candidate will be scored against the selection criteria. The short listing panel will agree the candidates to be called for interview and the notes of their decision will be signed and retained on the appointment file.

#### **4.3.2 References**

References will be sent for in relation to all short listed candidates immediately after short listing. We will always expect to take a reference from the current employer. The only exception to this will be where the candidate has indicated that they do not wish their

current employer to be contacted prior to appointment. Where this applies, a reference will be sought from the second referee prior to the interview and the reference from the current employer will be taken up immediately after the interview and before the offer of appointment is confirmed.

We will not accept employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern'. References must be in writing and be specific to the job for which the candidate has applied. The Trust will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. The Trust will use our personnel provider's Trust's personnel reference template.

Reference requests will specifically ask the referee to confirm:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be discussed with the candidate at interview.

Any information about previous disciplinary action or allegations will be considered based on the circumstances of the case. Where the issue was resolved satisfactorily some time ago, or the allegation was unfounded, unsubstantiated or did not require formal disciplinary sanction, it is unlikely to cause concern. More serious and/or more recent issues are more likely to be a cause for concern, as is a history of repeated, substantiated concerns or allegations. We reserve the absolute right not to make an appointment if there are significant concerns, as our first priority is the safeguarding of the children in our Trust.

#### **4.3.3 Selection process**

This will differ depending on the nature of the post but will always include a face-to-face professional interview with a minimum of two people (normally three). For some posts, including for members of the leadership group or teaching posts, the selection process will normally include some activity involving children e.g. a lesson observation, meeting the School council, taking an assembly, etc.

The selection process for every post, paid or otherwise, will include an opportunity to discuss the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions that the candidate has declared. If the candidate has not made any declaration, the interview panel will give them a further opportunity to share any information regarding their background that may influence the decision on their appointment.

The responses given by all the candidates to all the questions will be noted and retained after the interview. The interviewers will sign and date the copies of all interview notes, which will be retained for six months from the date of interview. The interview notes for the successful candidate will be retained on his/her personnel file for the duration of his/her employment in our Trust.

#### 4.3.4 Decision

After all the candidates have been interviewed, the selection panel will consider all the information available to them and will assess each candidate against the criteria for the post. This should identify which candidate should be appointed. The selection panel will make notes of the reason for its decision and will sign and date the notes, which will be retained for six months after the date of the interview. The notes relating to the successful candidate will be retained on the personnel file as indicated above.

#### 4.4 Pre-employment checks

The following pre-employment checks will be undertaken before any new employee begins work in our Trust – this applies to casuals and volunteers (with the exception of medical clearance):

- references – we will take up at least two references, one of which will be from the former or most recent employer. Ideally, we will aim to have references that cover the last five years of the candidate's career;
- an identity check – we will obtain verification of the candidate's identity in order to comply with the requirements of the Immigration, Asylum and Nationality Act, 2006;
- verification of qualifications relevant to the post;
- verification of any appropriate professional registration;
- verification of successful completion of the induction period (for those who obtained QTS after 7<sup>th</sup> May, 1999);
- and we will obtain a satisfactory DBS certificate;
- a prohibition from teaching check;
- a check to establish the person's right to work in the UK;
- verification of medical fitness – the successful candidate will be asked to complete a confidential medical questionnaire.
- additional checks where candidates have lived or worked outside of the UK
- a prohibition from management direction (Section 128) check (where relevant)

The successful candidate will be informed that we will not confirm their appointment until all of the above checks have been completed satisfactorily.

##### 4.4.1 Administration

Proof of identity and other documentation will be verified by an appropriately trained member of staff, as designated by the CEO. Candidates will be expected to produce original certificates, e.g. birth certificates, qualification certificates and other documentation. We will not retain the original documents but will take photocopies to be retained on the successful candidate's personnel file. We will sign and date the copies and will annotate them with the wording 'original document seen on (date) by (name)'. We will ensure that we retain the documentation in line with our Data Protection and Data Retention Policies.

If the original documents cannot be produced, we will require a properly certified copy. Where candidates have obtained their professional qualifications outside the UK, a certified comparability check will be required. Our Trust personnel provider will obtain the check on our behalf.

##### 4.4.2 Employment offer

Where possible, we will negotiate a provisional start date with the preferred candidate, however all the pre-employment checks set out above must be completed **before** the appointment is confirmed and the employee begins work. The only exception to this is the DBS certificate, where the risk assessment described in 4.4.3 may apply. Once all pre-employment checks have been satisfactorily completed, the offer of employment will be made and the contract of employment will be issued. In all circumstances, the new employee will receive the contract no later than 8 weeks from the employment commencing, although we will aim to ensure that the documentation is supplied before they take up their new post.



#### **4.4.3 Commencement of employment prior to receipt of DBS certification**

In exceptional circumstances, provided no criminal record has been disclosed, the Trust may undertake a risk assessment to determine whether the successful candidate may commence employment prior to receiving the DBS certificate. A full risk assessment will be undertaken by the Principal and CEO or COO, who will document their decision using the personnel provider's standard risk assessment template.

#### **4.4.4 Record retention/data protection**

The Trust will retain all interview notes on all candidates for a 6-month period, after which the notes for all but the successful candidate will be shredded. The 6-month period will allow the Trust to deal with any data access requests, recruitment complaints or complaints of discrimination raised in the Employment Tribunals.

Under the Data Protection Act, 2018, and General Data Protection Regulation 2016 applicants have the 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 COO or Principal within 6 months of the interview date.

#### **4.4.5 Personnel file**

The Trust will retain the following recruitment and selection information for the successful candidate for the duration of his/her employment with the Trust, in line with our data protection policies:

- application form – signed by the applicant
- interview notes – including questions, answers and explanation of any gaps in the employment history
- references – minimum of 2
- disclosure of convictions form
- proof of identity – copies of certificate/passport/driver's licence, etc. We will not retain copies of utility bills, bank statements, etc. on file
- proof of right to work in the UK
- proof of academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of the DBS clearance (e.g. notification form from the College personnel provider or the DBS certificate number but not the actual certificate).

Personnel files will be kept securely and will only be accessed by the CEO, Principal or his/her nominee.

### **5. Single Central Record**

In line with DfE requirements, the Trust and individual school will maintain a single central record of recruitment and vetting checks. The record will include details of all employees including casual staff, agency workers (whether paid directly or through an agency), volunteers, trustees, governors who also work as volunteers and those who provide additional teaching or instruction for students but are not directly employed e.g. sports coaches, artists, language tutors, etc.

The central record will indicate whether/when the following were completed and by whom:

- identity checks
- qualification checks
- checks on right to work in the UK
- a prohibition from teaching check
- DBS disclosure

- Overseas records e.g. Certificates of Good Conduct, where appropriate.

In order to record agency workers or supply staff, the Trust will request written confirmation from the agency that it has carried out the checks described above satisfactorily. The Trust will not undertake checks on such staff except where there is information contained in the DBS disclosure. However, we will check that the person arriving is genuinely the person the agency has referred to us by asking him/her for photographic proof of identity.

The Principal will undertake an annual review of the school's single central record to ensure that it remains accurate and will confirm the outcome to the CEO, the School's Designated Safeguarding Lead and the safeguarding link Governor. This will be validated by the CEO who reports to the Trustees.

## **6. Induction**

Every new member of staff, paid or voluntary, will be entitled to an induction to the Trust. The details of the induction programme will vary depending on the individual's role in the Trust but all new starters will receive guidance on child safeguarding from one of the Designated Child Protection Officers ideally on their first day in our Trust. The guidance will include information on how to raise a concern if the new employee identifies poor practice during the course of his/her employment. Staff and volunteers will be given a copy of the Code of Conduct, and asked to read the relevant policies and procedures and record this fact for safeguarding.

It is the responsibility of the Designated Person for Child Protection to ensure the Trust's policies are known and used appropriately, as outlined in Keeping Children Safe in Education 2016.

## **7. Associate Staff Probationary period**

Associate staff will be subject to a six month probationary period during which their performance and behaviour will be monitored and assessed by their line manager. All new staff must, during this period, demonstrate their suitability for the post. Please refer to the MET Probationary Period for Support Staff Policy for more information.

Teachers serve an induction period at the beginning of their careers and under STPCD there is no requirement to serve a further probationary period.

## **8. Training and development**

All members of staff and volunteers will receive Child Protection Training on an annual basis organised by the Designated Child Protection Officer (DCPO). The DCPO will receive refresher training every two years.

The DCPO is responsible for ensuring that all staff are aware of the relevant policies and procedures for child safeguarding and are able to identify when a child may be suffering or at risk of suffering harm or neglect. The DCPO will ensure that all staff and volunteers understand the principles of 'Safer Working Practice' and recognise that the Trust has a protective ethos in which the needs of the children are paramount.

All staff, trustees and governors who are involved in recruitment and selection will be provided with suitable training to ensure that they can discharge their role effectively. In addition, the following people will be expected to undertake safer recruitment training:

- The CEO
- The COO
- The Principal
- The Vice Principal (s)

- The Designated Child Protection Officer for the school
- The HR/Personnel Manager for the school

## **9. Whistle blowing**

Our Trust adopts a culture of vigilance where concerns about inappropriate practice are listened to and taken seriously. The Trust has a Whistle Blowing Policy which is available on the shared drive, on the website or from the HR/Personnel Manager.

## **10. Code of conduct**

The Trust's Code of Conduct sets out the standards of behaviour we require from all of our employees; the basic rules and principles that govern the way we work.

The Code of Conduct will be provided to all new employees as part of their induction. The following members of the Trust community are also expected to abide by the principles contained in the Code of Conduct:

- Volunteers
- Trustees
- Governors
- Agency workers
- Supply staff
- Consultants

In addition Teachers, including the CEO and the Principals, are expected to abide by the Teacher Standards 2012 that state they should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

The Trust undertakes to apply the Code of Conduct fairly and consistently. We expect the CEO, Principals and other leaders to apply the Code of Conduct robustly to ensure that the integrity of members of our community is beyond reproach. Where necessary, we will enforce the Code of Conduct through our disciplinary rules and disciplinary procedure. We believe that breaking some of the rules is so serious that we may consider summary dismissal for a first offence of gross misconduct.

## **11. Contact with children outside work**

Whilst we wish members of the Trust community to work together in a positive manner, we do not encourage employees or volunteers to make contact with children and young people outside work. Our employees are strongly advised to follow the good practice advice contained in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People'. This is for the safety of the children, which is paramount and in the best interests of the members of staff or volunteers.

## **12. Acceptable use of ICT/social networking**

In line with the guidance in section 11 above, employees are actively discouraged from allowing children and young people to contact them via their personal e-mails or through social networking sites such as Facebook. Employees should make sure they are following the advice issued by all of the trade unions on this issue, which is also covered in 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'. This is for the safety of the children and for the adult concerned.

### **13. Dress code**

All staff and volunteers should dress appropriately for a setting in which impressionable children and young people will be present. If in doubt, guidance can be found in the MET Code of Conduct and advice from the COO, Principal and some trade unions also produce guidance on suitable dress codes. Further information can also be found in 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

### **14. Self-disclosure**

During their employment with the Trust, all employees and volunteers are required to disclose any changes of circumstances to the CEO and the Principal. This includes details of any criminal investigations, convictions or warnings to which they may be subject, or any relevant information that a reasonable employer might consider would impact on their employment.

Employees should always discuss with their line manager any difficulties or problems that may impact on their suitability to work with children and young people, so that appropriate support can be provided or action taken. Failure to notify the CEO or Principal of any conduct that may or will result in the employee or volunteer being placed on one of the government's or Disclosure and Barring Service's barred lists will be treated as gross misconduct and may result in summary dismissal.

### **15. Monitoring safer employment practice**

The CEO is responsible for monitoring the Trust's adherence to safer recruitment and safer employment practice. The Principals will report to the CEO regularly and the CEO annually to the Trust Board on safer employment practice.

The Trust will also participate in the County Council's annual safer employment audit if asked to do so. The results of the audit will be shared with the Local Governing Body and Trust Board and immediate action will be taken to improve our practices if the report indicates any area of concern.

### **16. Annual safeguarding report**

The Principal and Chair of the Local Governing Body will complete an annual child protection monitoring report, which will be presented to the Local Governing Body, CEO and Trust Board for endorsement and action. A copy of the report will be returned to the County Council's Education Child Protection Service.

## Appendix 1

### Appointment Approval Form

1. Please allow at least 48 hours to gain approval from the COO for the recruitment process to start.
2. Please allow at least four weeks to get the successful applicant in post to ensure that the employee has undergone full safeguarding checks which **MUST** include a DBS check and references. Until all safeguarding checks have been carried out no employee can commence work (refer to exception in 4.4.3).

Requested by: (Name & Job Title)	
Job Title of requested role:	
Reason for Appointment:	
Detail level of experience required, skills etc.	
Advertising	Internal or External or both (delete as appropriate)
Where to be advertised:	
Proposed start date:	
Hours and weeks:	
End Date (if temporary):	
Temporary / Permanent (if temporary reason for temporary appointment)	
Grade and Salary:	
Other salary information: e.g. TLR, recruitment/retention allowance	
Budget: If No where will the salary be paid from?	Allocated in Staff Salaries Budget Y/N
<b>NOTE:</b> If the recruiting manager wishes to make an offer which is <b>NOT</b> within the advertised grade agreed above then there will need to be a re-approval of the financial commitment by the COO before any offer is made	

This form is to be added to the personnel file of the successful applicant.

Signed by: .....

Dated: .....

Approved by COO: .....

Dated: .....