

Safer Recruitment Policy



Contents

Policy Review Schedule	3
1. Introduction	3
2. Scope	4
3. Aims	4
4. Principles	4
5. Safer Recruitment and Selection Procedure	5
6. Agency Staff	13
7. Directors / Board Members	13
8. Volunteers	13
9. Contractors, Sub-Contractors and Self – Employed Sole Traders	14
10. Trainee/student teachers	15
11. Ex-offenders	15
12. Continuing Awareness	16
Appendix 1: Reference request form	17
Appendix 2 Self disclosure form	21
Appendix 3 Employee Personnel File Checklist	24

Policy Review Schedule

Policy	OLT Safer Recruitment Policy
Review schedule	Annual
Statutory Policy	Yes
Policy owner	COO
Lead Reviewer	COO
Approver and date of last approval	CEO, June 2024
Key review dates	Changes made
April 2021	Reviewed by external HR consultant (HR for Schools), approved by CEO
June 2022	Amended in light of changes to KCSIE
November 2022	Section on online searches added
June 2023	Procedure for online searches updated. Policy cross referenced with KCSIE 2023 and specific reference added to retaining documents in HR files (documents used to verify identity, right to work and required qualifications)
July 2023	Updated with additional question into form in appendix 2 (on time spent overseas), with a refreshed Employee Personnel Checklist at appendix 3, and with minor updates to risk assessment form at appendix 4
June 2024	Appendix 3 updated with the latest OLT HR File Checklist
Next review: June 2025	

1. Introduction

- 1.1 The Trust believes effective recruitment and choice are of paramount importance to recruit staff with the necessary skills and attributes to enable the Trust to fulfil its statutory responsibilities. It is also the first step to safeguarding and promoting the welfare of our pupils. Moreover, the Trust expects all staff, Board members and volunteers to share this commitment.
- 1.2 This policy sets out procedures and practices that are to be followed for the safe recruitment of all staff. A copy is available for staff and parents from all school offices.
- 1.3 All staff, volunteers and Board members regularly undergo enhanced DBS checks and are checked with the Barring Service. It is imperative that the school fosters a culture of safe recruitment from the start of the process to the end, to ensure that it deters, rejects and identifies people who may pose a risk to our pupils. This policy is written with reference to Keeping Children Safe in Education 2023.
- 1.4 The Trust is committed to the fair treatment of the staff we employ, regardless of sex, race, gender, religion or belief, gender reassignment, age, offending background, pregnancy and maternity, marriage or civil partnership. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, competence, qualifications, experience and professional achievements.

2. Scope

- 2.1 The Safer Recruitment Policy will apply to the appointment of all roles within the schools including internal appointments, acting-up / interim arrangements across all areas of the school.
- 2.2 There are times when it is necessary for short-term acting up or interim temporary appointments to be put in place where it would be to the Trust's detriment or that of its pupils if such arrangements were not actioned immediately.

3. Aims

- 3.1 The purpose of this policy is to:
- Attract the best possible applicants to apply for vacancies.
 - Make safeguarding of paramount importance throughout all stages of the recruitment, selection and induction / on boarding process.
 - Promote and safeguard the welfare of our pupils.
 - Follow current legislation and guidance.
 - Ensure a transparent, fair and objective recruitment process.
 - Select appropriate and cost-effective advertising methods.
 - Recruit staff with the appropriate skills, competencies, qualifications, achievements and experience in order to meet the Trust's current and future needs.
 - Ensure that staff appointed to posts are appropriately qualified to carry out the duties and responsibilities of the post.
 - Develop and enhance the public image and reputation of the Trust, both as an employer and as a provider of high-quality education for pupils.

4. Principles

- 4.1 The Trust aims to select and appoint the best people for the job and develop staff to perform to the highest professional standards. The following principles will be adhered to at all times:
- a) All those involved within the recruitment process must follow the policy and procedure and act in a manner that is both fair and reasonable and in line with equality legislation and the policies on equality and diversity.
 - b) The recruitment process will have a strong focus on the safeguarding of pupils and ensuring that all staff are safe.
 - c) Recruitment decisions must not be taken by one individual. This must involve a panel of at least two people for shortlisting, assessment and interviewing.
 - d) Anyone involved in the recruitment and selection process who has a relationship which may affect their ability to be impartial, must declare this to the CEO. A decision will be made and copiously documented as to whether or not it is appropriate for this person to continue to participate in the recruitment and selection process. This will not necessarily mean that the panel member can no longer be involved in the process.
 - e) Training is provided for those involved in recruitment and selection decisions. We will ensure that at least one member of the shortlisting and recruitment panel has undertaken Safer Recruitment Training. Safer Recruitment training should be refreshed regularly and in line with updated advice from Government and changes in legislation.
 - f) All candidates must complete the appropriate application form in full. For the

- purposes of staff recruitment, the Trust does not accept CVs.
- g) All information on application forms must be treated as confidential, in accordance with UK General Data Protection Regulation (UK GDPR)¹ and access is restricted to those involved directly in the recruitment process and its administration.
 - h) Interviews and assessment exercises must be conducted in a fair and consistent manner and be structured and be systematic to ensure that the questions asked relate to the experience, achievements, competences, skills and qualifications outlined in the person specification. Information obtained in the course of the recruitment and selection process which may include information of a sensitive or personal nature will be kept secure.
 - i) The recruitment process and decisions arising from it must be documented. All recruiting managers and panel members must therefore ensure that they maintain adequate and appropriate records; either written or electronic. Once the process has been completed documentation will be held on the personal file of the successful candidate, and within the Trust for a period of 12 months for all other applicants. Evidence of the decision making, and judgements must be recorded to defend any allegations of discrimination.
 - j) Offers of appointment must be conditional and subject to the receipt of appropriate references, checks and clearances being obtained. These must not be confirmed until recruitment assessment has been completed to the satisfaction of the recruitment panel.

5. Safer Recruitment and Selection Procedure

5.1 Advertising and Inviting Applications

All advertisements for posts and job descriptions will include the statement:

‘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. Applicants will undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service’

Prospective applicants are supplied with the following:

- Application Form.
- DBS enhanced disclosure requirement.
- School Information.
- Recruitment timeline.
- Job Description and Person Specification.

Person specifications will state that evidence of working within a child protection culture and promotion of a safeguarding culture is essential.

Person specifications will identify essential and desirable criteria which will be used in full or part for shortlisting, allocating points per candidate for each criterion, firstly essential criteria then desirable. The criteria for selection must be based on the relevant knowledge,

¹ The EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020

competences, skills and experience required in order to carry out the role as described in the job description and person specification.

Prospective candidates will be directed to the School Websites to familiarise themselves with the culture and values of the school as well as important information about the Trust such as:

- Safer Recruitment Policy.
- Any other relevant policies.

All prospective applicants must complete in full, an application form. Incomplete application forms may be rejected at the shortlisting stage.

5.2 Shortlisting

Shortlisting should be carried out by at least two people and selection must be based only on the criteria identified in the person specification. Each candidate will be firstly checked against the 'Essential' criteria'. If a large number of candidates meet the essential criteria, then the selection panel may consider the desirable criteria in order to establish a shortlist.

Each criterion as identified and chosen for shortlisting will be scored against each candidate and those with the highest score will be invited for interview and assessment. Reserved candidates may also be identified in case shortlisted candidates withdraw.

Each applicant will be judged against the criteria in a consistent manner without discrimination. Records should be kept of the shortlisting process and will include reasons why it was felt that some candidates did not meet the criteria. This information will be kept for feedback and for a period of 12 months, to maintain written evidence of the decision in case of a legal challenge or complaint.

Wherever practicable short-listing the candidates for interview should be undertaken by the same panel of people who will be involved in the interviews and assessment for consistency throughout the process.

There is no automatic right for internal applicants to be shortlisted. However, if they are not shortlisted, then the line manager will provide feedback to those individual applicants.

It is acceptable to shortlist only one candidate where that candidate alone has met the shortlisting criteria. However, in such circumstances it might be appropriate to re-advertise in order to obtain a wider choice of candidates.

All shortlisted applicants will be told if their application has been unsuccessful.

5.3 References

References will be sought directly from referees for all short-listed candidates, wherever possible including internal ones before interviews using the Trust agreed format (**Appendix 1**) Open references for example in the form of '*to whom it may concern*' and testimonials will never be accepted.

References form an important part of the process and should be scrutinised for any inconsistencies against the application form. If a candidate for a teaching post is not currently employed as a teacher, the Trust will confirm with the school or college at which

they were most recently employed, for details of their employment and their reasons for leaving. For the purposes of safeguarding, the Trust will apply this to applications for all staff roles.

Therefore, applicants who have previously worked in schools (*despite this not being one of their last two employers*) will be advised that the Trust will contact the last school previously worked at, for a reference. For teachers, one should be from the Headteacher / Principal or someone with the appropriate authority from their most recent school or college. Two written references are required from the candidate's present or most recent employer (*paid work*). A reference from a work colleague will not be accepted.

Where electronic references are received, we will check to ensure they originate from a legitimate source. If necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies or follow up a delay or hasten the process.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate or if there are concerns, for example if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form.

All references received must confirm that there are no safeguarding concerns.

Where necessary, previous employers who have not been named as referees will be contacted. Any discrepancies should be taken up with the candidate.

Referees will always be asked specific questions about:

- Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post including information obtained from the Teacher Services' checks.
- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- The candidate's suitability for the post.

Trust employees are entitled to see and receive, if requested, copies of their employment references provided by past employers.

When a reference has failed to arrive prior to the interview process this can cause bias when other references for others have arrived. Good practice suggests that references that have been received are withheld from the panel and used only to confirm the judgement of the panel.

If the panel concludes that the references are unsatisfactory and as such the conditions of the offer letter have not been satisfied, the Trust can withdraw the offer of employment.

5.4 The Selection Process and Appointing Candidates

Questions and assessment exercises (*e.g micro teach addressed to the panel or group / class of pupils*) will be decided in advance. The invitation for interview will contain the nature

and format of any assessment exercises. If other members of staff act as assessors to these assessment exercises, they will provide feedback to the panel prior to the interview.

Candidates will always be required:

- To explain satisfactorily any gaps in employment.
- To explain to a satisfactory conclusion any anomalies or discrepancies in the information available to recruiters.
- To declare any information that is likely to appear on an enhanced DBS enhanced disclosure.
- To declare any information that would bring their character in to disrepute when the Trust undertake a “name” Google search.
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

Each panel member will score the response to each interview question and the feedback from the exercises / micro teach and these are aggregated at the end of the interview. It is bad practice to alter points as the process progresses.

Questions should be competence-based and should not be leading questions or be in a “what if” structure, known as scenarios.

All application information will be kept on record for 12 months following the interview for the unsuccessful candidates.

All offers of employment must be made by a member of the panel. A verbal offer is legally binding; therefore, all offers of appointment must be subsequently made in writing and subject to the necessary conditions.

It is at the discretion of the Trust to decide on the pay point to appoint teachers. This is done in accordance with the Trust’s Pay Policy. For support staff it is usual for newly appointed staff to be placed on the minimum point on the Trust salary scale or the nearest point within the grade that reflects their current salary. Exceptions are permitted where this can be justified, and the COO provides approval.

All unsuccessful shortlisted candidates should be informed of the outcome of their application and offered the opportunity for feedback, which should not be immediate, but ideally arranged a few days later.

There are times when candidates complain about the decision that has been made or some part of the recruitment and selection process. Where that complainant is a member of staff, they should contact the panel in the first instance to try and resolve the matter informally. If this doesn’t resolve matters, the member of staff can, if they wish, raise any complaint under the Staff Grievance Policy and Procedure. Candidates who are not school employees and raise a complaint, this will be dealt with by correspondence.

5.5 Employment Checks

Staff complete a Staff Suitability Declaration form (**Appendix 2**). These are checks which are required by law before employment commences:

- a. **Identity:** important to verifying the successful applicant’s identity by reference to

original documents. Candidates invited to interview should be asked to bring with them the necessary documents to verify their identity that will satisfy the requirements of the DBS in respect of the application for a disclosure.

Identity checks are made against an official document such as a passport, a driving licence, or a birth / marriage certificate or adoption documentation. Photographic identity is required. In addition to this, we confirm the home address by requesting a form of official documentation (from different sources), e.g. a utility bill, bank statement.

b. Online searches: The Trust will carry out an online search as part of its due diligence and safer recruitment procedure for all successful candidates; to help identify any incidents or issue that have happened and are publicly available online (as per KCSIE 2023 guidance – to ensure the Trust meets its statutory requirements). The Trust will use “Verifile” (an externally appointed background checking company who also complete DBS checks for successful candidates) to undertake a social media search. Shortlisted candidates are required to disclose at interview anything that may show up on their social media footprint that could bring their character in to disrepute. If they fail to declare anything of relevance that subsequently comes to light, their employment may be placed in jeopardy. All information provided by shortlisted candidates will be treated in the strictest confidence and with due regard to data protection legislation.

The following procedure will be followed when conducting a social media check for successful candidates:

- Social media searches will be completed for all successful candidates by Verifile.
- The report from Verifile will be cross referenced with the information provided by the candidates on their self-disclosure form (completed prior to interview).
- The search period covered will be dictated by the age of the applicant – it may involve a longer period (but will look back to 2000 as a maximum).
- The searches are primarily concerned with any evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or alcohol misuse and anything that suggests the applicant may not be suitable to work with children.
- The results will not be obtained until a successful candidate is appointed so there is no potential for bias on the part of the shortlisting panel.
- Shortlisted candidates will be asked to complete a self-disclosure form prior to interview (appendix 2). The results from the Verifile report will be triangulated with the self-disclosure form and any discrepancies or non-disclosures on the form or at interview stage will be followed by the Chief Operating Officer. Offers of employment may be withdrawn if such discrepancies and anomalies are identified.
- The COO will seek immediate advice from the CEO if there are any areas of concern. The CEO/COO may take legal advice (if needed).
- Search data will be held in accordance with the Trust’s data retention schedule. All results will be stored securely (as per UK GDPR law) and treated in the strictest confidence.

c. Eligibility to work in the UK: it is an offence to employ someone who is not eligible to work in the UK so proof of eligibility must be checked before the offer of employment is confirmed. Guidance about this is in Appendix 8 of Safeguarding Children and Safer Recruitment in Education. More detailed information is available on the UK Border Agency

website www.ukba.homeoffice.gov.uk

d. Qualifications: the successful applicant is required to provide original certificates or diplomas for all their academic, professional or vocational qualifications, plus any others that are relevant to the post. The documents should be checked to ensure that they refer to the applicant and, if necessary, these can be verified with the awarding body.

e. Prohibition All those appointed to undertake 'teaching work' must be checked against the prohibition list and interim prohibition list before commencing in post. Trusts can check these lists via the Teachers Services website. 'Teaching work' includes qualified / unqualified teachers and HLTAs but not teaching assistants – see *Keeping children safe in education* for more information. When recruiting teachers, it is important to also check for any past General Teaching Council (GTC) and NCTL sanctions. These can be obtained from the employer's portal run by the Teaching Regulation Agency.

f. Prohibition from participation in management – anyone appointed to a management position or Board Member must now be checked to ensure they have not been barred from management by the Secretary of State. This check will usually be done as part of their enhanced DBS (*the DBS must state that the person is in management on the DBS application*). The Trust will check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the Secretary of State. Management positions (for employees) are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers/principals.

g. DBS barred list: under the Protection of Freedoms Act 2012 Trusts have a legal duty to check that any person being appointed to work in **regulated activity** is **NOT** barred from working with children or – where applicable – working with vulnerable adults.

h. DBS certificate: the successful applicant should be asked to complete an application for an enhanced DBS certificate and produce the required supporting documentation straight away. Everybody employed to work in a school is required by law to undertake an enhanced disclosure.

In the circumstance where a DBS check contains any disclosures (*convictions, cautions, reprimands and warnings*) and the panel decides to appoint the candidate, the recruitment panel must record the reasons for not treating the conviction information as a reason not to appoint and retain a note of the reasons, including details of any advice sought and obtained, on the successful candidate's staff file. It is recommended that advice be sought from the Office Manager with regard to information contained on DBS certificates. See Appendix 4 for a risk assessment.

i. DBS portability: Individuals can join the DBS Update Service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue (*an annual fee applies for applicants using this service*). This allows for the portability of certificates across employers.

However, if the DBS certificate being presented is more than 3 years old the Trust will request a new DBS certificate.

New employees (including peripatetic, agency staff and trainees on work experience) plus volunteers will be entered on the Single Central Register (SCR) and the following will be completed with the date and initials of the person entering the details:

- Full name.
- Date of birth.
- Start date.
- ID check.
- Barring List check.
- Prohibition from Teaching check.
- Enhanced DBS number and date of issue.
- Qualifications.
- 2 reference checks.
- Right to work in UK check (if applicable).
- Further checks on people living or working outside the UK.

New staff will have a checklist in their personnel file which contains further detail on the above (**Appendix 3**). Copies of the documents used to verify the successful candidate's identity, right to work and required qualifications will be kept in staff HR/Personnel files – as per KCSIE 2023).

5.6 Verification of qualifications and documents

In order to verify qualifications and other documents candidates are asked to provide originals and not photocopies and, in the case of UK trained teachers their Teacher Reference Number. (TRN)

Qualifications for overseas candidates must be equivalent to UK trained teachers and will be checked using UK ENIC managed Statements of Comparability and UK Qualification Reference Statements. These form part of the UK ENIC function, so reports will be issued by UK ENIC.

5.7 Overseas Checks

All elements of the recruitment process should be applied to applicants from overseas in the same way as applicant's resident in the UK. The DBS can only provide information that is held by police forces in the UK. That may include details of offences committed abroad by UK citizens or residents, but almost invariably will not include details of any offences committed abroad by foreign nationals who have never lived or worked in the UK.

Under KCSIE 2023 there is no requirement for a school to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked:

- In a school in England, in a post: which brought the person regularly into contact with children or young persons;
- Or to which the person was appointed on or after 12 May 2006 and which did not bring the person regularly into contact with children or young persons.

Where an applicant has worked or been resident overseas for more than 12 months in the

past 10 years, the Trust would after a risk assessment, where possible, request staff to obtain a check of the applicant's criminal record from the relevant authority in that country.

The Trust will check evidence from the person's country of origin and countries where they have lived before an appointment is made. We will use the Home Office updated guides to see what checks are available from different countries. If a criminal check is not available, we will obtain more references and seek an Embassy check. A UK national returning after working in a foreign country will be asked to obtain a certificate of good conduct or equivalent from the country in question. If it is not possible to obtain the further checks above, in some circumstances, the Trust may choose to seek extra references.

Not all countries provide that service, but the DirectGov website now includes a list of those countries that do and details of how information can be obtained from other countries, at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Otherwise, an overseas applicant can obtain a letter of professional standing from the organisation responsible for regulating teachers in the country in which they were trained. Staff should also be aware that they would have to arrange for information returned from overseas authorities to be translated into English and they may need to obtain advice about the precise nature of criminal offences in other countries. Note, offences in other countries do not necessarily correspond to offences in the UK.

An update has been made to Keeping Children Safe in Education (2020) to take account of changes to recruitment after the UK left the EU (see below).

This guidance replaces Keeping Children Safe in Education September 2020. Changes are strictly limited to those related to the UK leaving the EU on 31 December 2020.

European Economic Area (EEA) regulating authority teacher sanctions or restrictions.

From 01 January 2021 the TRA Teacher Services system will no longer maintain a list of those teachers who have been sanctioned in EEA member states. Advice about how information about a teacher's past conduct may be obtained can be found in the following paragraph:

schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- criminal records checks for overseas applicants – Home Office guidance can be found on GOV.UK; and for teaching positions.
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.

The staffing and employment guidance has also been updated to reflect legal changes following EU exit. I have only looked at the document from a safeguarding point-of-view, but could only find the EEA check removal as discussed above.

Download here: <https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools>

5.8 **Medical Clearance**

For certain posts such as teachers (*where the posts involve regular contact with pupils, young people or vulnerable adults*), there is a statutory responsibility for the Trust to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an appointment offer is confirmed.

A health questionnaire should not be completed until a job offer is made – the offer of employment should always be conditional upon the individual's fitness to perform the role and to the satisfaction of the Trust. In making decisions about medical fitness, the Trust must adhere to the provisions of the Equality Act 2010. Where it has been confirmed that health could impact on someone's ability to perform the role, advice should always be sought from the Office Manager.

5.9 **Finalising the appointment**

The majority of candidates will have to give notice to their existing employer and, depending on the role, there will be some delay between the candidate being appointed and starting in post. It is important we maintain regular contact with a prospective new member of staff, providing them with any information that they need about their new school and about their role.

Successful candidates may be sent a conditional offer letter that stipulates that the offer is conditional subject to the certain conditions. A contract of employment will be sent to the successful candidate on the first day of employment or before.

All new staff must be subject to a thorough induction / on boarding process into their school. All staff new including volunteers will receive an induction pack and training that will include safeguarding, safe working practices, whistle blowing and child protection. Every new member of staff will have an identified Induction Mentor / Buddy, who will oversee the induction process for and continue to monitor this for a minimum of 12 weeks to ensure they adhere to policies and procedures as outlined in the induction process.

6. **Agency Staff**

The Trust will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. An agency worker will need to provide photographic evidence such as a passport / driving licence on their first day of working. A photograph of the staff member booked to work in the Trust, must be provided by the Agency.

7. **Directors / Board Members**

All newly appointed Board Members must undertake an enhanced DBS check without barred list information. The chair of the Board will have their DBS check countersigned by the Secretary of State. The Trust will also carry out a section 128 check for school governors and board members because a person subject to a sanction is disqualified from being a Director or Manager of an Academy.

8. **Volunteers**

Volunteers are seen by pupils as safe and trustworthy adults. The same kind of safer

recruitment process should apply when the Trust is recruiting volunteers to work with children. Because volunteers fill a very wide variety of roles the decision to establish a new volunteer needs to be applied with common sense.

Keeping Children safe in education 2020 says:

The school or college should undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- *The nature of the work with children.*
- *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 suitability.*
- *Whether the role is eligible for an enhanced DBS check.*
- *Details of the risk assessment should be recorded.*

A risk assessment will decide whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity.

For parents who volunteer on a one-off occasion such as a day trip, a party or a sports day there is no need for a formal process or for a DBS certificate or a barring list check to be completed. However, they should always be accompanied or supervised by a member of staff.

If a volunteer is going to have an on-going role that involves regular contact with pupils or means that the person will be on the premises when pupils are present regularly or frequently, a similar recruitment process should be adopted as would be used to recruit a paid member of staff. Although the process may be presented differently or adapted so that it is not as formal, the principles of safeguarding should still be the same.

If a volunteer will be providing 'teaching' and has previously been a qualified teacher, the Trust will check on the **Teacher Regulation Agency** website to see if they are not prohibited from teaching.

Volunteers should be provided with a role profile and undertake a full induction / on boarding into the Trust. This induction should cover safeguarding and what is a regulated activity.

The Trust will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 regulations") and obligations under the Childcare Act 2006 in schools.

9. Contractors, Sub-Contractors and Self – Employed Sole Traders

The Trust will ensure that any contractor, or any employee / sub- contractor of the contractor as classed above, who is to work at a school has had the appropriate level of a DBS check.

This will be an enhanced DBS check with a barring check if engaging in a regulated activity. All contractors, sub-contractors and agency staff are required to undergo an appropriate DBS check via the named company they are contracted too. Contracting staff or self-employed workers who have not had any checks will not be allowed to work unsupervised under any circumstances.

We will check the identity including photo ID of all contractors or the self-employed people and their staff on arrival at a school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

10. Trainee/student teachers

Where applicants for initial teacher training are salaried by the Trust, 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.

In both cases, this includes checks to ensure that individuals are not disqualified under the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 regulations”) and obligations under the Childcare Act 2006 in schools.

11. Ex-offenders

The Trust will not discriminate unfairly against any person on the basis of conviction or other criminal information revealed. However, it is unlikely we will choose to employ a member of staff who has previous convictions of a serious nature.

On our application form we inform our applicants that, because of the nature of the work for which they are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This requires all applicants to state whether or not they have any convictions or criminal warnings or summonses pending against them whether or not their conviction is regarded as “spent”. Plus, in the event of employment, any failure to disclose such convictions may result in dismissal or disciplinary action by the Trust.

We undertake to discuss any matter revealed in an application or an Enhanced DBS Disclosure with a person seeking the position.

Having a Criminal Record will not necessarily bar a person from working with the Trust, however, this will depend on the nature of the position and the individual circumstances and background of the offences.

12. Continuing Awareness

It is a requirement that all members of staff attend annual training with regard to safeguarding children and that all members of staff are briefed regularly on the schools Safeguarding and Child Protection Policy and should not hesitate to report any concerns to the school's Safeguarding Children Officers.

We will renew DBS Disclosures every 4 years or organise an update service check every 4 years.

Appendix 1: Reference request form

Omnia Learning Trust Reference Request Form		
Candidate information		
Full Name:		
Position applied for:		
Referee information		
Full Name:		
Relationship to candidate:		
How long have you known the candidate?		
Employment details		
Date employed by you:	From:	To:
Current or most recent job title held:		
Main duties and responsibilities of that post:		
Most recent salary or wage rate		
Reason for leaving your employment:		
Reference questions		
1. Able to communicate clearly and appropriately at all levels, both orally and in writing?	Yes	No
2. Did the candidate perform his/her duties satisfactorily? If no, please provide details of any areas needing improvement and any remedial action taken.	Yes	No
3. Having read the job description and person specification enclosed is the candidate suitable for this appointment. If you would like to specify any strengths and limitations you consider the candidate has demonstrated which would be relevant to the requirements of this appointment do use the space below.	Yes	No

<p>4. Has the candidate been the subject of any informal or formal disciplinary action or any action under the capability procedure where penalties or sanctions remain in force? If yes, please give full details of the nature and dates of the misconduct or performance issues, and of the penalty or sanctions still in force including the expiry date of the warning.</p>	<p>Yes No</p>
<p>5. Does the candidate have any action pending against him/her in relation to the disciplinary or capability procedure (including whether or not the candidate is currently the subject of a disciplinary investigation or an investigation under the capability procedure)? If yes, please provide give full details of the nature and date(s) of the allegation(s).</p>	<p>Yes No</p>
<p>6. Has the candidate ever been the subject of any disciplinary action in relation to his/her suitability to work with children in which penalties or sanctions were imposed but have since expired? If yes, please give full details of the nature and date(s) of the allegation(s), and of the penalty/sanction which was imposed.</p>	<p>Yes No</p>
<p>7. To the best of your knowledge has the candidate ever had a substantiated allegation made against him/her in regard to his/her behaviour towards children? If yes, please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was. Please continue on a separate sheet if necessary.</p>	<p>Yes No</p>

<p>8. Do you have any specific concerns around the candidate's suitability to work with children? If yes, please specify.</p>	<p>Yes No</p>
<p>9. Are you aware of any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 or filtered in line with current guidance must be disclosed in respect of individuals who work in schools. It would be an offence for you not to reveal any information you have about any convictions, cautions, reprimands or final warnings that have been received by the candidate and are not "protected." Please provide any such information which will be kept in strict confidence, and used only in consideration of the suitability of this candidate for a position where such an exemption is appropriate.</p>	<p>Yes No</p>
<p>10. Please comment on the effectiveness of the candidate's interactions with:</p>	
<p>a) Other adults</p>	
<p>b) Children and young people (if applicable)</p>	
<p>11. Do you know of any reason why we should not employ the candidate? If so, please specify.</p>	<p>Yes No</p>
<p>12. Would you re-employ this person? Please state what the conditions would be if you highlighted this option</p>	<p>Yes No Yes with certain conditions</p>
<p>13 Have you any concerns about attendance and punctuality?</p>	<p>Yes No</p>
<p>Candidate evaluation</p>	
<p>4 - Outstanding (top 5%): 3 - Very Good: 2 - Average: 1 - Weak: 0 - Unable to comment</p>	
<p>character</p>	
<p>Reliability and integrity</p>	<p>Work without supervision</p>
<p>Suitable to work with children</p>	<p>Tolerant, calm and patient</p>
<p>professional knowledge, skills and abilities</p>	

	Effective, accurate literacy, numeracy and ICT skills		Effective organisational and administrative skills
classroom skills and experience (if applicable)			
	Ability to maintain the recognised core professional standards		Ability to demonstrate and promote enthusiasm in pupils
personal qualities, attitudes and approaches			
	Committed to safeguarding and promoting the pastoral care of children		Able to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults
Additional information			
Please add any further comments that you would like to make below			
Declaration			
Signed:.....Date: Address:..... Tel No: Email _____			Yes No
Please confirm whether you have any objections to the contents of this reference being revealed to the candidate during the course of the selection process. Please email a copy to: admin@omnialearningtrust.org			
We will follow up successful applicant's references with a phone call to verify authentication and if there are any concerns about the information contained within the reference for posts working with children or young people to probe further into the suitability of the post.			

Appendix 2 Self disclosure form

For completion by the shortlisted candidate

PRIVATE AND CONFIDENTIAL

Name of candidate	
Previous names	
Address and Postcode	
Telephone/mobile number	
Date of birth	
Gender	Male/ female
Identification – for completion by the office manager at interview stage	
	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
1. UK passport with details of issuing office OR non UK passport with work permit/visa	
2. UK photocard driving licence and paper counterpart	
3. Proof of national insurance number or current work permit number	
4. Proof of home address and postcode	
Signature of authorised employing office	
Print name	
Date	

PART 2

For completion by the candidate named in Part 1

The role you have applied for involves frequent or regular contact with or responsibility for children, and you will be required to provide a valid DBS (Disclosure and Barring Service) Certificate, which will provide details of criminal convictions. This will also include a barred list check.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998 and UK GDPR legislation.

Have you ever been known to any children's services department or to the police as being a potential risk to children?	Yes	No
If yes, please provide further information		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes	No
If yes, please provide further information		
Do you have ANY convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975 (Amended) 2013?	Yes	No
If yes, please provide further information		
Have you lived overseas or moved to the UK from overseas in the last 10 years and did you live overseas for more than 12 months?	Yes	No
If yes, please provide further information		
<p>As per KCSIE 2023 guidance, the Trust will instruct "Verifile" to carry out an online social media search (to help identify any incidents or issues that have happened or are publicly available online) for all successful candidates as part of its due diligence and Safer Recruitment procedure. Please disclose in the box below anything that may show up on your social media footprint that could bring your character in to disrepute.</p> <p>Should you not declare anything of relevance and this is subsequently revealed, this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to data protection legislation.</p>		
Confirmation of declaration		
I agree that the information provided here 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 come to the organisation's attention.		
In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		

I agree to inform the organisation 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.		
I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.		
Signature of candidate		
Print name		date

This free school is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application within the Trust for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. I declare that the information on my form and any additional documentation is correct and agree that they form part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998. I authorise the Omnia Learning Trust to check the information supplied. I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed may lead to dismissal.

This data may be held in accordance with the Trust's data retention schedule and the Trust are the controllers of the data.

Appendix 3 Employee HR/Personnel File Checklist

Name and Job Title of Employee:

School:

Start Date:

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
1. Application form			
Completed job application form physically signed by the applicant (new staff member)		YES	
Copy of interview and shortlisting notes		YES	
2. Recruitment Paperwork			
Copy offer letter to candidate		YES	
Copy acceptance letter/email from candidate		YES	
3. Employment Contract			
Copy original employment contract signed by new staff member		NO: <i>Copy needed on file</i>	N/A
4. References and pre-employment online search			
Copy completed reference request form from line manager of the most recent previous employer, initialled by OM ³ and stated as 'verified'. - <i>Best practice is to also file the e-mail chain showing the request for the reference and the response but this is not essential – verifying is essential however</i>		YES	
Copy of a second completed reference request form from line manager of a previous employer initialled by OM and stated as 'verified': - <i>It must be from the last time the applicant worked with children, if they did not work with children in</i>		YES	

² A risk assessment is intended only for historic data for existing employees, which would be impractical or impossible to obtain after the fact, and/or which is deemed less critical due to the presence of later/updated information held on the file

³ For an OM's HR file, the Principal or other more senior Trust employee should initial the document, whenever the checklist states that a document needs the OM to initial it.

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
<i>most recent previous role (unless it is an admin role)</i>			
Copy of print out of Verifile pre-employment online (social media) search report - Only needed for new joiners from September 2023 – no risk assessment needed for those who joined prior		YES	
5. Identity documents			
Copy photo ID ⁴ - need copy UK driving licence photo card showing licence number, or copy of UK (or non-UK) valid passport photo page showing passport number, initialled and dated by OM or Principal, with the words 'retained for ID'		NO Copy needed on file	N/A
Copy marriage certificate as well as the above, if current surname is different to that on the photo ID or birth certificate		NO Copy needed on file	N/A
6. DBS Checks			
Initial Enhanced DBS Check on joining: Copy of completed 'DBS and DfE Portal Checklist' initialled and dated by OM (Do not keep a copy of the DBS certificate)		YES (But the RA here is only satisfactory if the updated DBS check result is available, OR if a satisfactory OLT DBS Risk Assessment is on file)	
DBS Check Updates – required four years from and including date of joining: <u>Either - If employee is signed up to the update service:</u> Copy of a new completed DBS and DfE Portal Checklist, together with print out of search result from DBS update service <u>Or - if employee is not signed up to the update service:</u> Copy of a new completed DBS and DfE Portal Checklist together with print out of DBS check report from Atlantic Data or Verifile that specifies DBS is clear, which OM has labelled with 'Atlantic Data' or 'Verifile' at the top if not clear from print out.		NO Copy needed on file	N/A

⁴ If no photo ID is available, instead obtain copy of birth certificate with separate copy proof of address (e.g. bank statement)

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
On joining and/or at updates: Copy completed risk assessment if cautions/convictions are flagged up on DBS certificate or in DBS update search result <ul style="list-style-type: none"> - Please complete a specific 'OLT DBS Risk Assessment Template' (available in OLT Admin Templates shared folder) 		YES <i>(This must be done using the OLT DBS Risk Assessment Template)</i>	
7. Evidence of overseas criminal record checks			
Overseas checks are needed if a staff member has lived/moved from overseas in the last 10 years (and they were overseas for more than 12 months). To assess if required please refer to: <ul style="list-style-type: none"> - Self-disclosure form Q&A on this, - or another source, such as interview notes and application form. <i>In such cases please refer to the Gov.uk website for checks needed – link below. Please file a print out of the clear report (compliant with gov.uk requirements):</i> Criminal records checks for overseas applicants - GOV.UK (www.gov.uk)		No <i>Copy needed on file</i>	N/A
8. Right to work - Right to work checklist - GOV.UK (www.gov.uk)			
Copy RTW ID must be initialled and dated by OM and stated to be 'retained for RTW' - see link above for Home Office list of document requirements (A/B)		NO <i>Copy needed on file</i>	N/A
Biometric residence permits to be checked online. A print out is needed on file of the satisfactory check, initialled and dated by OM <i>-for someone who is not a British Citizen and needs to apply for RTW to stay or come to work in the UK – flagged by lack of British passport and/or lack of British birth certificate. More information is here:</i> https://www.gov.uk/biometric-residence-permits		NO <i>Copy needed on file</i>	N/A
9. Qualifications			
Support staff – includes Admin staff and Teaching Assistants			
<u>Learning Support Assistants</u> (also known as Teaching Assistants) – need copy of GCSE (or equivalent) Maths and English certificate at grade C or higher		YES	
<u>Early Years Support Staff</u> (Nursery only) – need copy certificate of NVQ level 3 or equivalent		YES	

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
<u>Other support staff</u> – need copy of qualification certificates referred to in the job description for the role		YES	
Teaching staff – anyone employed on a teacher’s contract			
<u>For those employed as Qualified Teachers:</u> Copy print out of confirmed QTS status (from DfE Portal or the Teacher Regulation Agency)		NO <i>Copy needed on file</i>	N/A
<u>For those employed as Unqualified Teachers:</u> Copy of university degree certificate		NO <i>Copy needed on file</i>	N/A
<u>For Teachers who qualified overseas and do not have QTS status yet:</u> Refer to guidance regarding what evidence should be on file on joining, and for the time limit for applying for QTS status in these cases - https://www.gov.uk/guidance/recruit-teachers-from-overseas		NO <i>Copy needed on file</i>	N/A
10. Prohibition checks for all staff with Department of Education via DfE Sign In Portal: ‘Check a Teacher’s Record’ at https://check-a-teachers-record.education.gov.uk			
<p>On the staff member joining, the OM must:</p> <ol style="list-style-type: none"> (1) Check of the individual’s name and date of birth with the DfE at ‘Check a Teacher’s Record’ AND (2) Print off and file a copy of the portal search result* AND (3) Carry out a s128 barring direction search if required** (<i>only for the role of Principal, SLT, Office Manager, Governor, Board Director/Trustee, or Member</i>) AND (4) Complete the relevant section of the <i>DBS and DfE Portal Checklist</i> to confirm that this/these checks have taken place and are clear, and <u>file a copy</u> of the checklist. <p><i>*If teachers join during their 2 year ECT period then the print off must be updated at the 2 year point, when they have passed their induction</i></p> <p>**Section 128 barring directions</p>		NO <i>Copy needed for file</i>	N/A
11. Disclosure paperwork (all staff)			

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
Self-Disclosure Form for Shortlisted Candidates <i>-To be completed, signed, and dated by the shortlisted candidate as part of the application process</i>		NO <i>Copy needed for file</i>	N/A
Staff (ongoing) Suitability and Disqualification Form <i>- To be completed, signed, and dated by employee on starting their role and annually after joining</i> <i>-The form can be from the local authority or the OLT version, and is not a requirement on the SCR Tracker so will only be recorded in the HR File</i>		NO <i>Copy needed for file</i>	N/A
12. Pre-employment medical checks (via OH service)			
Print out a copy of the new staff TP Health pre-employment medical check.		YES	
13. Employee Induction Checklist			
Completed school specific employee induction checklist, as found in the school's Induction Policy		YES	
14. New starter paperwork			
Either: P45, or HMRC Starter Checklist <i>Optional: you may like to include the OLT New Starter Form (Admin Use) here for reference but this is not a requirement</i>		YES	
15. Probation documents			
Show either: Letter to confirm that employee has passed the (two school terms of) probation, or If probation is extended, all paperwork to support this to include showing if it has been passed (depending on length of service)		YES	
16. Salary paperwork			
Annual letters to confirm current salary and confirm any award of performance management pay increments (or that no award has been made.		YES	
17. Performance review paperwork			
Original job description, or updated job description if role has changed		NO <i>Copy needed for file</i>	N/A
Original job advert and updated job advert if role has changed		YES	
18. Safeguarding, Prevent, & Safer Recruitment Training Certification			
For all staff:			N/A

Evidence required on file:	Is it on file? YES/NO	If not, will a satisfactory risk assessment resolve it? ² YES/NO	Is the risk assessment on file? YES/NO
<p>(1) Copy annual safeguarding training certificate: can be EITHER a certificate dated and signed by the DSL or another dated and signed written record confirming completion of school DSL-led training, OR a certificate from a recognised provider such as Educare, AND</p> <p>(2) Copy Prevent Duty certificate (<i>must be done on induction and every 2 years thereafter</i>)</p>		<p>NO <i>Copy needed for file</i></p>	
<p><u>For DSLs:</u></p> <p>(1) Copy safeguarding certificate from a local authority based course for DSL's, with an expiry date on it or a time frame for validity. (<i>Needs renewing every two years.</i>) AND</p> <p>(2) Copy of an externally provided 'Lead Trainer' course certificate to show they can run the school DSL safeguarding training. (<i>Needs renewing every five years</i>)</p>		<p>NO <i>Copy needed for file</i></p>	<p>N/A</p>
<p><u>For line managers/SLT staff:</u></p> <p>Copy of safer recruitment training certificate; <i>to be done every five years.</i></p>		<p>NO <i>Copy needed on file</i></p>	
19. Leaver paperwork			
<p><i>For an ex-employee:</i></p> <ul style="list-style-type: none"> -Resignation letter -Completed leaver form -Final salary calculations -Exit interview notes/completed forms 		<p>NO <i>Copy needed for file</i></p>	<p>N/A</p>

APPENDIX 4 - DBS Risk Assessment Checklist

Please use if/when:

- Starting work prior to DBS Certificate being sent,
- Information is on the DBS Certificate,
- Awaiting overseas certificate of good conduct

This DBS risk assessment checklist should be completed when considering whether to allow a new member of staff to start work before the DBS certificate or other checks have been seen by the school OR if the DBS is returned with information on it.

Name of Person	
Role	
Interview date	
Proposed start date	
DBS * or Overseas Check Application date	

*The person must not start without the application being made

Is the person in “regulated activity”?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for starting without seeing check?	<input type="checkbox"/> Continuity of the school’s provision to pupils <input type="checkbox"/> Other (please state)
Known Information, have <u>all</u> the following checks been satisfactory completed?	
<input type="checkbox"/> Identity check (photographic) [essential]	
<input type="checkbox"/> Right to work in the UK [essential]	
<input type="checkbox"/> Verification of current address [essential]	
<input type="checkbox"/> Two references [essential]	
<input type="checkbox"/> Confirmation of qualifications [essential]	

<input type="checkbox"/> Barred list check (if legally appropriate) [essential]
<input type="checkbox"/> Teacher status/Prohibition check (for teachers) [essential]
<input type="checkbox"/> Section 128 check (where relevant)
<input type="checkbox"/> Overseas check (required) Have they lived 12 months or more overseas in the last 10 years, while aged 18 or over? Yes / No Is this within a country where a good conduct certificate can be easily Obtained? Yes / No No If yes to both questions, then a certificate of good conduct from that country should be obtained plus a new enhanced DBS must also be obtained. The employee should not start work until the DBS has been received but can work with evidence that the overseas certificate has been commenced. This would be considered as low risk
Any Other information (please state)
Previous DBS Certificate
Date of issue and DBS number:
When was the last day at work in their previous school where the DBS was issued?

If the persons start date and their last day at their previous school are less than 3 months apart, then a new Enhanced DBS check is not required in law. Therefore, given that there is enough other information, the person could be assessed as low risk.

**SECTION
2**

Does the DBS have information on it? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, ensure that the content is discussed with the individual and consider the relevance of the offence/caution. The timescale of the offence/caution and whether this was disclosed previously Verify information with other agencies LADO/police if possible Take further advice (Office Manager)
Is the person to continue to be offered the role?	<input type="checkbox"/> Yes <input type="checkbox"/> No (withdrawal offer of employment)

Decision

<input type="checkbox"/>	High risk – Person should NOT be allowed to start without a new Enhanced DBS, as there has been a break in service of more than 3 months (or they do not have an enhanced DBS certificate) and/or there is insufficient information about the person in the “known information” list above
<input type="checkbox"/>	Medium risk – Person may start work and although there is sufficient other information listed above, because there is a gap of 3 months or more (or they do not have an enhanced DBS) the person must be supervised at all times and should not undertake 1:1 work or residential visits.
<input type="checkbox"/>	Low risk – Person may start work without supervision, if they already hold an enhanced DBS check <u>and</u> there is no break in service of 3 months (and a satisfactory reference has been received) but some of the other checks have NOT been satisfactorily completed.

Signed (dated).....

Manager

Signed (dated).....

Office Manager