Inspiring Futures through Learning

Safer Recruitment & Selection Policy

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IFtL website		**School website**	
1	Statutory publication	A	Statutory publication
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***** Policy level:***

1. Trust wide:
   - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
     - *Approved by the IFtL Board of Trustees.*
2. Trust core values:
   - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore from the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
     - *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
     - *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*

3. School / department policies
   - These are defined independently by schools / departments as appropriate
     - *Approved by school / department governance bodies.*

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1 Introduction

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children and young people and requires all colleagues and volunteers to share and demonstrate this commitment in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Designated Officer/ Local Authority Designated Officer (LADO) within one working day of the allegation being made.

A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Single Equality Scheme.
We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Single Equality Scheme. We will comply with the requirements of DfE Keeping Children Safe in Education.

2 Roles and Responsibilities

IFtL Board of Trustees

- Delegate the power to offer employment of all posts to each Head Teacher/LGB under delegate powers
- Ensure each of its Schools has effective, consistent policies and procedures in place for the safe and fair recruitment and selection of colleagues and volunteers in accordance with Department for Education guidance and legal requirements
- Monitor each school's compliance with them
- Ensure that appropriate colleagues and governors have completed safer recruitment training
- Approve and implement the appointment of Trust colleague
- Approve and implement the appointment of a CEO and CFO
- Approve the appointment of Headteachers across IFtL.

The CEO of IFtL will:

- In conjunction with the LGB recommend the appointments of Headteachers to the Board of Trustees
- Review appointments of colleague with Headteacher as required.

The Local Governing Body (School) will:

- Monitor and assure that Safer Recruitment processes are being undertaken robustly

The Headteacher of each School within IFtL will:

- Ensure the school adheres to all safer-recruitment processes and monitor regularly to ensure robust application of all processes and procedures
- Approve new/additional positions within their School against the strategic aims and financial budgets set with, where appropriate, input from the Head of School Development and / or CFO.
- Make the offer of appointment to successful candidates
- Involve at least one member of the LGB in the appointment of all Senior positions - if this is not possible then the Headteacher will seek suitable alternative from the CEO.
- Review new/additional positions with the LGB
- Update CEO of new/additional appointments where necessary
- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on colleagues, governors and volunteers in the school
- CEO or a nominated person will be part of the interview panel
- Monitor all contractors' and agencies'
- Promote the safety and well-being of children and young people at every stage of this process.

4 Recruitment Process for Employees

4.1 Advertising

All vacant posts will be advertised across IFtL 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 where there are sufficient, suitably qualified, internal candidates, or colleagues who are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed.

Any internal recruitment process will follow the procedures set out in this policy. All advertisements for posts, paid or unpaid, will include the following statements:

"Inspiring Futures through Learning is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer".

4.2 Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- A description of the school, relevant to the vacant post
- Reference to IFtL's policy on Equality and Diversity
- Reference to Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- A statement that canvassing any colleague of or member of the Governing Body (at any level), directly or indirectly, is prohibited and will be considered a disqualification
- An outline of terms of employment including salary or range
- The closing date for the receipt of applications.

All candidates must submit an application form via the MyNewTerm portal. Any alternative form of application or CV will not be accepted in place a MyNewTerm application.

4.3 Short Listing and Reference Requests

The selection panel will shortlist applicants against the Person Specification for the post.

The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview. **Two** references, one of which must be from the candidate's current/most recent employer, will be taken up **before** the selection interview stage for all teachers and where possible for professional services staff so that any discrepancies may be probed during this stage of the selection process. Where a candidate has worked in a school, educational or childcare setting the reference must be sought from the most senior person, for example the Headteacher. References are the "property" of the selection panel and strict confidentiality will be observed.

Referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges. If a candidate for a post working with children is not currently employed in a post working with children, wherever possible, a reference will

be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

Candidates are entitled to see and receive copies of their employment references and should request these from their referees. References will be sought directly from the referee and, where necessary, they will be contacted to clarify any anomalies or discrepancies.

Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted, except in exceptional circumstances. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post.

References will be verified, and any discrepancies or areas of potential concern will be discussed with the candidate at the interview.

In the instance where an employment reference cannot be sought, due to insufficient employment history, a character reference can be sought as an absolute exception. A risk assessment should be written alongside the character reference with an explanation as to why an employment reference has not been sought.

References will be sought for Volunteers and Governors as well as employees. Employment references should be sought for Governors and Volunteers rather than personal references. As an absolute last resort, a personal reference should be reinforced with a Risk Assessment.

4.4 Selection Panels

Selection panels will comprise a minimum of two people (three for senior posts). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training within the last three years. In addition, each selection panel will comprise of one member who will have undertaken general recruitment or equalities training.

4.5 Interviews

Before the interviews, the selection panel will agree on the interview format. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will usually be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview. Online interviews may be used in exceptional circumstances but face-to-face is the preference.

Candidates invited to interview will receive:

- An invite via MyNewTerm confirming the details of the interview and confirmation of whether any adjustments need to be made on the interview date, relating to any disabilities
- The opportunity to discuss the process prior to the interview and the opportunity to visit the school.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues. This will include questions asked during the formal interview process.

Candidates will always be required:

- To explain satisfactorily any gaps in employment. The reasons for any gaps must be recorded on the interview form and if there are any concerns for gaps still occurring, follow up checks should be conducted and ensure they are fully explained and where required, evidenced.
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

These should be recorded on the interview form by at least one of the interview panel.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

4.6 Pre-employment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.
When appointing new colleagues, we will always:

- Verify a candidate's **identity** from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case. To comply with the Data Protection Law (including GDPR May 2018), we will not retain copies of DBS certificates, however, copies of other documents may be retained, e.g. passport, driving licence, right to work information, professional qualifications but these will be kept confidentially and securely within the personnel files. If using a birth certificate, any change of name should be supported with proof of name change for example a marriage certificate or change of name by deed poll. There must always be at least one source of ID used with photographic evidence.
- Obtain a certificate for an enhanced **DBS check** with a barred list information where the candidate will be engaging in regulated activity (activity is considered to be regulated if the visits occur more than 4 times in 30 days). The DBS certificate must be seen and checked and then who has checked and date checked included on the SCR. It is recommended copies are not kept, but if they are, they must not be kept for longer than six months. For non-regulated activity schools can conduct an enhanced DBS checks if we make them aware they do not have to agree to this and disclose it is non-regulated on the enhanced DBS application. If no DBS is in place for any non-regulated individuals, they must be escorted at all times. The DBS must be within three months before the employee commences their role i.e. not earlier than 3 months before they start.
- A barred list check should be carried out alongside the DBS for all regulated roles.
- All employees, volunteers and Governors must have a DBS before starting their role.
- IFtL does not permit Risk Assessments in place of a DBS in any circumstance, even if this means that the school is short of staff members.
- If a DBS has been obtained from any IFtL school, this can be transferred/ shared with all schools the employee visiting/ working as IFtL is one employer.
- Where an employee or candidate subscribes to the **update service** the school can carry out check on the secure online

portal https://secure.crbonline.gov.uk/crsc/check?execution=e1s1 . Prior to carrying out the check the school MUST see the original certificate and a piece of photographic ID to confirm the identity. A printout of the check should be placed on the individual's file.

- The compliancy guidelines state that DBS can be used from other schools if no break in service of more than 3 months has occurred; however IFtL requires a new IFtL DBS for any employee, unless they are transferring from not another IFtL school
- IFtL or any school may conduct additional DBS checks in line with policy, spot checks or in response to any concerns raised.
- Use the DfE's Check a teacher's record site to check information about any teacher qualifications held, whether induction has been passed and ensure the teacher is not subject to a Prohibition Order issued by the Secretary of State
- A prohibition check should be completed for all other roles where the individual could be leading a class including Unqualified Teachers, HLTA, Cover Supervisors and Teaching Assistants
- **Section 128** check for those engaged in management roles using the GOV.UK website (https://www.gov.uk/government/collections/individuals-prohibited-from-managing-or-governing-schools). Section 128 check is a compliancy requirement for any academy schools so all schools within IFtL must have a section 128 check completed. Section 128 checks should include those in management positions including the school business managers and SLT members, governors/ trustees, Headteachers, heads of departments as a minimum.
- Verify the candidate's mental and physical **fitness** to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role). As a minimum, a self-declaration in writing that the employee is physically and mentally fit is one way to obtain this information. If there are any medical issues, reasonable adjustments should be made and recorded. No details of medical information/ issues should be kept on the SCR – details and any required adaptations, where appropriate, should be recorded within their personnel file.
- Verify the candidate's **right to work** in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate if the candidate (employee, volunteer or governor) has lived or worked outside the UK, they made need a local **Certificate of Good Conduct**. All applicants should complete an overseas declaration stating whether they have lived or worked overseas in one or more countries for more than three months since the age of 18 years. The candidate should be asked whether they already have evidence of an overseas Certificate of Good Conduct
    - Individuals who have lived within the UK **for more than 10 years do not need to obtain a Certificate of Good Conduct.** In lieu of this the school should carry out a Risk Assessment and obtain additional assurances including an additional reference (employment or character).
    - Individuals who have lived/worked outside the UK **within the last 10 years** must obtain a Certificate of Good Conduct.

Where it has not been possible to obtain a good certificate of conduct, it must be evidenced that everything possible has occurred to obtain one. The employee themselves is responsible for obtaining their certificate and will need to provide translation where required (schools must ensure it has been accurately translated and translation occurs by a validated source. It is up to the discretion of the head who funds obtaining the certificate of good conduct. Where employees have been travelling, the school need to evaluate and request a certificate or provide a risk assessment as a certificate of good conduct not being required.

- Any teacher who is recruited from outside the UK or has taught overseas (including individual EU countries) must be asked to provide **proof of their past conduct as a teacher** as issued by the professional regulating authority in the country in which they worked. The letter should confirm that the regulating authority have not imposed any sanctions or restrictions on the individual, and/or are aware of any reason why that person may be unsuitable to teach children. The letter will be considered together with information obtained through other pre-appointment checks to help assess their suitability. The candidate themselves is responsible for obtaining their letter and will need to provide translation where required (schools must ensure it has been accurately translated and translation occurs by a validated source).
- Verify **professional qualifications** (original certificates), as appropriate. For teaching colleagues, evidence of QTS must be provided.
- Completed and signed pecuniary interest form must be completed annually to cover both school and IFtL interests. If there are any pecuniary interests, it is the responsibility of the school to inform and give IFtL a copy of the form. IFtL will maintain a central source of pecuniary interests for key roles.
- In accordance with Keeping Children Safe in Education, an **internet search** check should be conducted and recorded on the SCR, including the outcome and who conducted the check and date. This check should be carried out after the initial shortlisting stage of applications for all colleagues, TMA ITT Students, governors, volunteers and anyone who will be unescorted on school premises. Candidates will be made aware during the application process that an internet search may be conducted. Where an online check will be carried out, this will be indicated in the advert and/or recruitment pack. Any search will be confined to information that may reasonably be relevant to safeguarding or the applicant's suitability to work with children, and will be conducted in line with UK GDPR.
- All new employees must carry out online Safeguarding training prior to starting, this includes FGM, Prevent and Safeguarding Awareness training.

If translation is required for any of the safer-recruitment processes to be completed, it must be ensured that they are permitted and it is appropriate for them to conduct the translation. For example, to ensure GDPR compliant and they are appropriate.

If there are any disclosures on the DBS or any other concerns regarding completion of any of the checks, these must be highlighted to the Headteacher **immediately.** Processes and procedures must then be followed to ensure they are safe to be on school premises, and if so, evidence what steps are in place to eliminate any risks. For example, check with EPM for

advice, IFtL safeguarding lead, HR Manager and governors. Entry to any of our schools or appointment may be denied if it is deemed the individual is unsafe or a risk to the pupils and colleagues. All explorations and agreements must be placed on file to demonstrate evidence of the procedures, processes and decisions made. Headteachers must consult with IFtL HR if any concerns are highlighted within the DBS as soon as they become aware for an agreed joint decision of the next steps and actions to be taken.

N.B A Risk Assessment should never be used in lieu of a DBS.

All checks will be:

- Documented and retained on the personnel file (A copy of the advert should also be retained)
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

4.7 Offer of Employment by the Selection Panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

5 Personnel File

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the relevant school including:

- Application form **– signed by the applicant and to include any previous surnames**
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of two employment references
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service or self-declaration evidence of being fit to work
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment
- Emergency contact details
- Evidence of right to work and identity checks
- Teacher-prohibition, direction, restriction and section 128 check via the DfE Check a teacher's record service (for roles involving teaching or management)
- Overseas declaration (and Certificate of Good Conduct where applicable)
- Pre employment online training certificates
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)

6 Single Central Record

Each School within IFtL will maintain a Single Central Record (SCR) of employment checks in accordance with DfE guidance, the SCR must be compliant and completed for each employee and will include the following information:

- Full name of the new employee
- Previous name where appropriate
- Employment start date
- Role being undertaken
- Proof of identify/right to work in the UK – passport is the preferred evidence where possible
- Confirmation that the original DBS form has been seen - DBS clearance number; date and who completed the check to be recorded
- Relevant qualifications with dates, these must be seen and included within the SCR where essential for the role. For example, QTS and number for all teaching colleagues
- Confirmation that the Safeguarding Induction has been completed
- Date of Safeguarding Training
- Confirmation that 2 suitable references have been received
- Section 128 check for all those within SLT, Governance and management positions
- Teacher prohibition check for all colleagues 'teaching' – this includes teachers, HLTAs, Teaching Assistants, and anyone with a QTS qualification
- Confirmation of an internet search
- Confirmation of FGM and Prevent training
- Confirmation of overseas police clearance (if applicable)
- Confirmation of DSL and Safer recruitment training (if applicable)
- Confirmation of pre employment health check

Each school must ensure that teaching colleagues, professional services staff, administration colleagues, premises colleagues, school governors and Trustees, volunteers, agency, contractors, student teachers and additional instructors/ coaches are included within the SCR. Anyone included within the SCR that leave, must be archived to ensure the SCR is current.

It is the responsibility of the school to ensure that their SCR is kept compliant and up-to-date in line with any legislation and requirements.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance in line with Keeping Children Safe in Education, September 2025 and Working Together to Safeguard Children 2018 and GDPR May 2018.

6.1 SCR Monitoring

SCR monitoring checks should be conducted by additional individuals – for example, the head and a governor – on a half termly basis (6 times a year). IFtL central HR will also conduct

SCR monitoring and compliancy checks at least on a termly basis (3 times a year) but more regularly if there are any outstanding actions identified in previous monitoring perusal. Those who carry out the checks will record on SCR/SCR tracker the monitoring that has taken place which will include who has completed the check, date and any key actions agreed or questions asked.

6.2 Transfer to another school within IFtL

All schools within IFtL should carry out a fair recruitment process, ensuring that all applicants have equal opportunities and the procedure is compliant with the Equality Act 2010. When an employee ceases to work for one school within IFtL and commences employment at another of IFtL's schools, the new school will still need to ensure that a thorough Safer recruitment process has been adhered to and retain evidence of this within the personnel file kept within the new school. The electronic staff files should be transferred in full to the new school and if the file from the originating schools has any required evidence or checks missing, these must be repeated.

The following should be completed as part of the transfer:

- An application form for the new role completed along with the job description.
- Records of interview, including exploration of any employment gaps and short listing.
- Offer letter and new contract issued and signed.
- New prohibition from teaching check if applicable
- Ensure Section 128 is conducted for all those moving into a management position in the new school.

All schools with new employees, whether from an IFtL school or otherwise, must receive a thorough induction and receive all training as in line with the school policy and requirements.

The SCR record should retain the details of the original employment vetting checks as well as any new or repeated checks for the new IFtL school to reflect the continuous service date.

Schools are advised to speak to HR to seek further guidance or clarify any points made above.

6.3 IFtL core team and Trustees/ Governors

All Trustee and core team information needed to fulfil requirements will be included on the IFtL SCR. Trustees and core team SCR information will be accessible to all schools via the SCR Tracker. If Trustees or governors attend meetings in school hours and make visits to schools, it is deemed appropriate for a barred list check to be completed. If they do not attend meetings and do not visit schools in school hours a barred list check is not required.

6.4 ITT SINGLE CENTRAL RECORD

All ITT colleagues and trainers (within the relevant programmes offered by ITTP), will be included within the ITT and IFtL single central records.
All checks will be carried out for ITT students (trainees) as required by DfE guidance and must fulfil all the checks and requirements.

7 Start of Employment and Induction

All new employees will be provided with an induction programme which will cover all relevant matters of school policy and must include: the behaviour policy, safeguarding and promoting the welfare of children, child protection procedures including the identity of the DSL and deputy DSL so they are aware of whom to report any concerns to and the importance of immediate response, safeguarding response to children who go missing from education, whistle blowing and guidance on safe working practices.

At induction all colleagues should receive Safeguarding and Child Protection training (including online safety), the training should be updated regularly.

8 Adults working with children who are not employed directly by the school

The identity of all 3rd party individuals must be checked on arrival at the school.

8.1 Governors/Trustees

All IFtL Governors and Trustees will have the following relevant checks prior to commencing their role:

- Two employment references should be sought for Governors and Volunteers rather than personal references. As an absolute last resort, a personal reference should be reinforced with a Risk Assessment.
- Identity check
- Section 128
- DBS
- Application form
- Childcare Disqualification form
- Overseas certificate of Good Conduct (if applicable)
- Online Safeguarding training prior to starting (FGM, Prevent and Safeguarding Awareness training)

All items will be retained and stored securely in a file in the school. Training records will be held electronically by the school.

Induction for all governors and Trustees includes:

- Before role commences:
  - Online modules in
    - Prevent
    - FGM
    - Safeguarding
  - School safeguarding induction including awareness of DSL team and local context
- Within first 3 months of role:
  - Governance role in monitoring and assurance of Safeguarding

8.2 Volunteers

We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

8.3 Contractors

For clarification a contractor is an individual who is self employed. We ensure that contractors, working at the school has been subject to the appropriate level of DBS check, if any such check is required.

Contractors for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

The following checks will be requested and/or obtained for contractors:

- We will process and obtain a DBS
- Two references
- Evidence of Safeguarding training in the last 12 months
- Identification
- Childcare Disqualification form (if working with or around children)
- Prohibition check (if appropriate)

8.4 Agency staff (individuals employed by another employer including supply)

For agency staff, additional instructors/ coaches, facility workers, peripatetic teachers etc. evidence including photographic ID, DBS clearance and confirmation all appropriate checks have been completed must be requested by the school and provided by the employer; this information must be included within the SCR and retained by the school.

Confirmation that all appropriate checks have been completed, including enhanced DBS, by any agencies/ sports coaches etc must be obtained in writing if they are to be ever in contact with children unsupervised. Letters of assurance will be sought annually before the start of the academic year.

As stated previously, if there are any disclosures on the DBS, these must be highlighted to the Headteacher immediately and procedures must then be followed to ensure they are safe to be on school premises, and if so, evidence what steps are in place to eliminate any risks e.g. to be escorted at all times, check with EPM for advice, IFtL safeguarding lead, governors etc.

8.5 College/ school work placements and work experience

For any placements for students 16 or over, all appropriate checks, including an enhanced DBS, must be completed if they are ever unsupervised.

For any students under 16 years, assurance should be obtained from their current school with a risk assessment in place. Under 16 should be supervised at all times. must be carried out and a thorough induction to ensure they understand the safeguarding and child protection and the expectations for conduct within the school.

8.6 Safeguarding Training for college students/work placements and volunteers under 18 years of age

Under 18s working within the school are minors and the school must safeguard them and their wellbeing as they would do any child.

Over 16s should complete Safeguarding modules and an induction as would any employee of IFtL including FGM, Prevent and Safeguarding.

Under 16s will receive a 1:1 bespoke and age-appropriate safeguarding induction with the school DSL.

8.7 Student on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school.

9 Disqualification

All collleagues, volunteers and Governors will still be asked to provide a self-declaration that they are not Disqualified under the Childcare Act 2006 and this will be recorded on the SCR. Relevant colleagues are those who are working in school, including those in management roles, who work with Early Years Foundation Stage children at any time or working with children older than reception until age eight, outside school hours. For schools with children under the age of eight, the childcare declaration form should be completed if they will have access to the EYFS aged children (for example, more than four times in 30 days). Colleagues whom cover lunches, break duties etc for children under 8 should complete the from. The date of the disqualification by childcare declaration is recommended to be recorded on the SCR but must be included on the form which must be kept in relevant colleague files.

It is recommended this information is included in our Staff Code of Conduct to inform employee's that they must inform their Headteacher of any disclosures.

In line with changes within the rules, from September 2018, Disqualification by association checks are not required and IFtL and all schools within it, will no longer establish whether a member of staff providing, or employed to work in, childcare is disqualified by association. Previous disqualification by association forms and information within the SCR will be deleted or securely destroyed.

10 Safeguarding Statement

Safeguarding is everyone's business. IFtL is committed to ensuring that all our children, young people and adults are safe and feel safe.

If you have any concerns at all, raise them immediately with the local DSL or IFtL's Head of Safeguarding, Health, Children and Families: vblackmore@iftl.co.uk

For further contact details, see:

- IFtL Child Protection and Safeguarding policy
- IFtL Whistleblowing policy