



EBOR ACADEMY TRUST

Policy Number

37

RECRUITMENT POLICY

Ebor Academy Trust works closely with Trade Union Partners to develop and implement a fair and effective suite of people policies. Please seek advice from your trade union representative if you require support with this policy. If you are not a member of a trade union, please visit the Union tab or HR Self-service. Ebor Academy Trust welcomes Trade Unions to support staff throughout the processes associated with this policy.

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Author:	David Wheeler
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1 Aims

Ebor Academy Trust is committed to attracting, selecting and retaining the best employees who will positively promote the delivery of an excellent education to our children. This policy has been written for staff use and contains context and background information to support its use.

2 Legislation & Guidance

- This policy is based on the Department for Education's (DfE's) statutory guidance [Keeping Children Safe in Education \(2024\)](#) and [Working Together to Safeguard Children \(2023\)](#), the [Maintained Schools Governance Guide](#) and [Academy Trust Governance Guide](#). This policy is non-contractual.
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children
- [Statutory guidance on the Prevent duty](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- [The Human Rights Act 1998](#), which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the [European Convention on Human Rights](#) (ECHR)

3 SCOPE AND PRINCIPLES

3.1 Scope

This policy applies to all employees, governors, trustees and members of the Trust who are responsible for and involved in the recruitment and selection of all staff.

3.2 Recruitment Principles

- Applicants for jobs will receive fair treatment and a high-quality service.
- The job description and person specification are essential tools and will be used throughout the process.
- Employees will be recruited on the knowledge, experience and skills needed for the job, as outlined in the person specification for the role.
- Selection will be carried out by a panel with at least two members. At least one panel member will have received Safer Recruitment training on the recruitment

and selection process as recommended by the Department for Education (DfE).

- The overarching aim of the recruitment process is to appoint the best person for the role.
- Leadership roles which are permanent will generally be advertised internally, however this may also run parallel to an external campaign in order to increase diversity and ensure fair and open access to roles. Temporary or fixed-term appointments may be offered as part of career development.
- Staff may convert from temporary to permanent in the same role or within the same pay and grading so long as they have been through fair and open competition when appointed to their current role.
- Appointment of external candidates will be based on a minimum of:
 - advertisement for at least 7 days on the Trust ATS system
 - a completed online application form
 - short listing and interview
 - social media checks
 - receipt of at least two suitable references
 - DBS and other external agency checks as needed for the role
- Internal appointments including promotions within the Trust will be:
 - advertised for a minimum of 3 days on the Trust ATS system
 - subject to consideration of suitable candidates in the development talent pool
 - subject to consideration of over-bearing candidates within the Trust
 - restricted (initially) to ring-fenced groups during restructure
 - where roles could mitigate redundancy, they will be offered initially as reasonable alternative employment before either internal or external adverts are placed
- The process followed will encompass the safer recruitment practices as outlined in the latest version of the Government's Keeping Children Safe in Education document.
- The public sector equality duty should be considered in the composition of all job adverts and throughout the recruitment process. Inclusive language is encouraged in all aspects of recruitment.

4 Inclusivity in the Recruitment Process

An applicant can allege discrimination against an employer even though there is no direct employment relationship. This is particularly pertinent in the recruitment process whereby a potential applicant, applicant, or selected candidate may claim discrimination on the grounds of a protected characteristic. All actions and documents involved in the process must be free of any criteria that could be interpreted as being discriminatory within the terms of legislation, this includes indirect discrimination.

Ebor Academy Trust is committed to providing equality of opportunity for all applicants, ensuring that at all stages of recruitment and selection are fair.

The Equality Act (2010) makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

There is a significant body of employment legislation which impacts on the Trust's Recruitment and Selection processes. This includes The Equality Act 2010.

Applicants have up to 3 months, following the recruitment process, to make a complaint. The fact that a person may not have intended to discriminate against someone is irrelevant and would not constitute a defence.

4.1 Types of discrimination

Direct Discrimination occurs when someone is treated less favourably than others would be treated in the same, or similar, circumstances on the grounds of a protected characteristic as outlined in The Equality Act.

Indirect Discrimination occurs when a requirement or condition is applied which has a disproportionately adverse effect on a group of people on the grounds of a protected characteristic as outlined in The Equality Act.

The recruiting manager must be confident that their campaign is free from either of the above types of discrimination and should take advice from HR or from our legal partners if they are unsure.

4.2 Liability for discrimination

Liability for unlawful discrimination rests with the employer and/or any workers who are found to have discriminated. For example, anyone participating in the recruitment process, including panel members, could be liable if an allegation of discrimination is proven.

It is important to bear in mind that a complaint of discrimination may lead to a claim against an individual, the process or a claim to an employment tribunal against the organisation. In cases of discrimination the amount awarded is unlimited.

5 Recruitment Process

- 5.1** Prior to recruitment activity taking place, the vacancy should be reviewed to ensure that the proposed role will best meet the needs of the school. This includes the recruiting manager reviewing the job description, person specification, hours and pattern of work, rate of pay and contract length. Like for like recruitment should not be the default position. Needs of the school must be the driver for recruitment.
- 5.2** All recruitment is subject to approval. This is done via the ATS system where requests will be checked to ensure they are costed and affordable, and whether internal or external recruitment is deemed to be necessary. HR should be consulted if there are any specific requirements for the role or advert (see section 6).
- 5.3** Once a request to recruit is approved on the system, the HR team will draft an advert and post it online, ensuring that all recruiters have access to the applications for the post. Schools then manage their own shortlisting and interview processes. The recruiting manager should ensure that all checks are completed throughout the process. All advertisements for posts will include information on DBS requirements
- 5.4** Before advertising a vacancy, the activity should be planned, including determining the shortlisting and interview panel and the dates for the selection process. The recruiting manager is responsible for ensuring that these are in place.

6 Genuine Occupational Requirements (GOR)

As a general rule it is unlawful to specify that an employer requires somebody of a particular sex or race, however, in exceptional circumstances there may be a genuine occupational requirement (GOR) for the position. Such requirements are acceptable in instances, for example:

- Where the job needs to be held by a man or woman to preserve privacy and decency.
- Where the essential nature of the job calls for a man or woman by reason of his or her physiology.
- Where being of a particular racial group is a genuine occupational qualification e.g., providing care/welfare services to a racial group and those services can be best provided by a member of that racial group.
- The religious character of the school.

In the event of the GOR rule applying, this must be stated on the advertisement and job details. Advice and approval must be sought from the Director of People before proceeding with any plans to advertise a post using the GOR provisions.

7 Applications

7.1 All applications should be completed electronically through the Trust's ATS system. The Trust will not accept applications outside of this process (either internal or external) unless it is part of a reasonable adjustment under the Equality Act 2010 and has been pre-approved by the Director of People. All application forms must be completed in full and CVs will not be accepted as a substitute.

7.2 All applications must include the following; however they are submitted:

- The full identity of the individual concerned
- A full employment history plus qualifications obtained, with dates and awarding bodies
- A section asking applicants to state how they meet the criteria from the person specification
- The names and contact details of at least two referees (and a statement to the effect that referees will be asked about whether the applicant has been the subject of any safeguarding concerns).

7.3 Where agency staff wish to apply for roles within the Trust, they must follow the standard process outlined above and submit an application via the Trust's ATS system, ensuring all pre-employment checks are completed prior to appointment with the Trust.

7.4 Where posts are advertised for internal applicants only, existing employees will be requested to complete an online application on the Trust ATS system but may not require full checks so long as the required information is already on file and all clearances for the individual have previously been undertaken.

8 Job Description and Person Specification

8.1. Job description

An accurate job description is required for all posts. Before any post is advertised, an up-to-date job description should be prepared. It should describe fully and in plain, non-discriminatory language, the responsibilities and duties of the post. Job descriptions should be prepared using the Trust template.

If a new role is created in the Trust, or an existing role changes significantly, so that there is uncertainty about the correct salary for it, then the role may be job evaluated. The HR Business Partner or HR Recruitment Assistant will make arrangements for evaluation. Full formal evaluations are completed by NYES for roles which have significant changes or which are new to the Trust suite of roles.

8.2 Person specification

A person specification is required for all posts and should be prepared alongside the job description.

A person specification describes the knowledge, qualifications, experience and skills needed to perform the role in relation to working with children and young people and whether they are essential or desirable specifications.

- 8.3** Care should be taken to ensure that the person specification is free of any criteria that could be interpreted as being discriminatory such as age limits, physical requirements etc (See 4.1 above).

9 References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. A minimum of two references must be taken prior to an offer of employment being made.

- 9.1** References will always be sought and obtained directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. One reference must be the applicant's current or last employer and should cover the last 5 years. If that reference does not cover the past 5 years, the previous employer should be asked to provide a reference. Where it is not possible to obtain two employment references, the recruiting manager will seek to obtain one employment reference and one personal reference from a person of standing.
- 9.2** References will be requested via the Trust's recruitment system following the applicant being shortlisted, provided that the applicant has given permission to do so prior to an offer of employment being made. Where the applicant has not given consent, reference requests will be automatically triggered following an offer of employment being made and accepted. Any concerns or questions arising from a reference received prior to interview will be discussed in the interview process.
- 9.3** Open references will not be relied upon. References will only be accepted from legitimate email addresses and these will be checked and verified.
- 9.4** References will be scrutinised, and any concerns will be resolved satisfactorily before the appointment is confirmed. The information received will be compared to that provided in the application form. This applies equally to internal appointments as it does to external appointments.

10 Social Media Checks

In accordance with Keeping Children Safe in Education 2022, a check on main social media platforms (LinkedIn, Twitter, TikTok, Instagram and Facebook) will be undertaken on all applicants shortlisted for interview. Should anything arise from these checks, this will be discussed with the candidate to obtain further information.

11 Shortlisting

Shortlisting of candidates will be against the job description and person specification for the post. There must be consistency between members of the interview panel and those involved in the shortlisting process.

All materials for shortlisting exercises for both successful and non-successful shortlisted candidates must be completed and stored securely in the event of successful and unsuccessful candidates requesting feedback.

A separate self-declaration of convictions and cautions which are not 'protected' (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 & 2020)) will be issued to all shortlisted candidates to be completed and returned to the Trust prior to, or at, interview.

Unsuccessful candidates' feedback must be stored securely within the school (or Business and Training Centre for central roles), for six months before being securely destroyed in line with the Trust's Data Retention Policy.

12 Invitation to Interview

12.1 Candidates called to interview will receive an invitation via the Trust's ATS system. This will include any forms or requests for additional information which may be needed for pre-employment checks.

13 The Selection Process

13.1 Interview panel

At least one person on any interview panel must have completed safer recruitment training.

13.2 Selection

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require a minimum of an interview of shortlisted candidates.

All interview questions asked by the school or Trust will be recorded on an Ebor interview question and scoring matrix template

Scoring will be carried out objectively, with the highest scoring candidate being offered the position in the first instance.

Interviews will always be face-to-face. This may be via electronic means including online assessments or video conferencing. During the interview, the panel will ask candidates to:

- Explain satisfactorily any anomalies or discrepancies in the information available to the panel which has not been explained already on their application form.
- Discuss any information they have provided in relation to relevant cautions / convictions, or social media checks.
- Declare any potential conflicts within the recruitment process such as relationships to panel members / Trustees of the Board.
- Demonstrate their ability to safeguard and protect the welfare of children and young people. This will include safeguarding and PREVENT questions asked by the interview panel.
- All candidates will be subject to the same interview questions and assessment tasks specific to the role. Candidates may also be asked individual questions

relating to clarifying a response to a set question, or regarding any gaps in their employment history, relevant criminal history or information in their references that require clarification.

14 Pre-Employment Checks

An offer of appointment will be conditional, and all successful candidates will be required to:

- Verify their identity.
 - Obtain an enhanced DBS certificate (including children's barred list information for those engaged in regulated activity) and receive satisfactory clearance (even when using the DBS update service, the original physical certificate should still be provided).
 - Present the original DBS certificate within 28 days of issue for review before they commence their post or as soon as practicable afterwards.
 - Provide proof of professional status, if applicable.
 - Provide original certificates of relevant and required professional qualifications.
 - Complete a confidential health questionnaire (in accordance with KCSIE) to verify their mental and physical fitness to carry out their work responsibilities and submit this directly to the Occupational Health provider.
 - Provide proof of right to work in the UK, including EU nationals.
 - If successful candidates have worked/lived abroad for 12 months consecutively in the past 10 years they must provide a certificate of good conduct from the foreign country they worked. For more information on this, please refer to;
<https://www.gov.uk/government/publications/criminal-records-checksfor-overseas-applicants>
 - (Note it is the individual's responsibility to provide this information).
 - All Teachers and any support staff whose posts fall within the remit of the Teacher Prohibition Order will be checked against the relevant restricted list.
 - Persons appointed to a post involved in the management of a school (management position as an employee, trustee of the Trust or governor with delegated management responsibilities) will have a section 128 direction check completed.
 - If the post falls within the Childcare Regulations, confirm that they are not disqualified from early- or later-years childcare under the Child Care Act.
- 14.1** All checks will be documented and retained on the personnel file in line with the Trust's data retention requirements and recorded on the school's (or CST's) Single Central Record.
- 14.2** Any unsatisfactory results will be followed up, similarly if there are any discrepancies in the information received.
- 14.3** Employment will not normally commence until all checks and procedures have been satisfactorily completed.

14.4 DBS checks

Individuals appointed by the Trust will be required to have an Enhanced DBS with barred list check carried out as part of the pre-employment checks. The barred list check also enables the Trust to see whether the individual appears on the children's barred list and is therefore unsuitable to work with children. The original DBS certificate must be seen by the Trust and the certificate number recorded on the SCR prior to the individual commencing employment.

Where the individual has not received their DBS certificate prior to their start date, the Trust must complete a risk assessment with the individual and ensure they are appropriately supervised in their role and all other pre-employment checks have been completed, including a separate children's barred list check. This must remain in place until the DBS certificate has been received and the Trust has seen the original certificate.

Where applicants are already signed up to the DBS Update service, and providing the individual consents, the Trust can access the update service in order to check the individual is suitable for employment with children. The date this check was completed should be recorded on the SCR.

14.5 Teacher Prohibition Checks

Teacher prohibition orders prevent a person from carrying out teaching work in schools and other specified settings. A person who is prohibited must not be appointed to a role that involves teaching work in such establishments.

The Teachers' Disciplinary (England) Regulations 2012 define each of the following activities as teaching work:

- Planning and preparing lessons and courses for pupils.
- Delivering lessons to pupils.
- Assessing the development, progress and attainment of pupils.
- Reporting on the development, progress and attainment of pupils.

The regulations provide that these activities do not constitute teaching work if they are carried out under the direction or supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

When appointing to a Teaching Assistant post or if an existing employee's role changes, this check will not normally be required unless they are undertaking unsupervised and undirected teaching work (e.g., HLTA). Should they be doing so, this check will be required to be completed.

When an individual indicates they have qualified teacher status and/or have worked as a teacher previously but are applying for a support staff post such as a Teaching Assistant, a teacher prohibition order check will be completed.

To complete this check, the authorised person in the school will log into Teacher Services on the Secure Access Portal and conduct a 'teacher status check'. This process will also verify the teacher's Qualified Teacher Status (QTS) and the completion of the teacher induction.

Providing this check is satisfactory, the person responsible in the school will record the date this check was completed on the SCR. Where issues are raised, this will be brought to the attention of the Headteacher at the earliest opportunity. The Headteacher will arrange to discuss the concerns with the individual and will make a record of this discussion and the outcome reached.

14.6 Section 128 Direction checks

A section 128 direction prohibits or restricts an unsuitable individual from taking part in the management of a school.

An individual who is subject to a section 128 direction is unable to:

- Take up a management position in a school as an employee.
- Be a trustee of a school trust.
- Be a governor on any governing body in a school that retains or has been delegated any management responsibilities.

14.7 Individuals involved with management as part of their duties include Executive Heads, Headteachers, any teaching positions on the senior leadership team (SLT) and any teaching positions which carry department leadership. When recruiting for other posts such as teachers with additional responsibilities, these may fall under the requirements of section 128, but it depends on the facts of each case. In such cases, advice should be taken from HR to ensure appropriate pre-employment checks are completed in advance of employment commencing.

14.8 A section 128 direction will show an enhanced DBS check with barred list information, provided that 'children's workforce independent schools' is specified in the parameters for the barred list check. However, the Teacher Services' system via the Secure Access Portal should also be checked as the DBS route cannot be used for individuals not involved in regulated activity (e.g. governor of a governing body in a school, or trustee of an academy trust).

14.9 Providing this check is satisfactory, the person responsible in the school will record the date this check was completed on the SCR. Where issues are raised, this will be brought to the attention of the Headteacher at the earliest opportunity. The Headteacher will arrange to discuss the concerns with the individual and will make a record of this discussion and the outcome reached.

14.10 Overseas checks

Where an individual has worked or lived outside of the UK for extended periods of time (usually for 12 months or more in the last 10 years), the Trust must complete the standard pre-employment checks as outlined above, but in addition must also make further checks so that any relevant events that have occurred outside of the UK can be considered when making a recruitment decision. Consideration must also be given to what the individual has been doing during the period of time outside of the UK and what they have been doing since their return to the UK.

14.11 If a restriction has been imposed by another EEA regulating authority, it does not prevent an individual from taking up a teaching post in England, but the Trust must consider the circumstances that led to the restriction/sanction being imposed when considering the individual's suitability for employment.

14.12 Since 1 January 2021, following the UK's exit from the EU, professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA). The TRA therefore no longer maintains a list of EEA teachers with sanctions.

14.13 The Trust is required to seek information from an individual's criminal history from their country of origin or in which they have been working and/or travelling. The individual must provide a certificate of good conduct (or similar) form the relevant authorities. It is often sensible and most time effective for the individual to apply for/obtain this from the country prior to returning to the UK as it sometimes needs to be requested in person.

14.14 Overseas checks must be completed prior to an individual commencing employment.

The Home Office has published guidance on criminal checks for overseas applicants and guidance on employing overseas trained teachers. This can be accessed via the www.gov.uk website.

14.15 Qualifications from overseas

Where an individual has obtained qualifications from outside of the UK, it is important to ensure that they meet the required standards within the UK. This is not always a straightforward process and relevant checks must be made prior to the confirmation of any appointment being made.

Useful sources of information are www.gov.uk and www.naric.org.uk (early years). Advice from the HRBP should be sought if there is any doubt over whether a qualification is officially recognised within the UK especially where this is an essential criterion for the post.

15 Self Employed and Agency Staff

Where an individual is required to work in the Trust and has self-employed status, it will be necessary for relevant checks to be completed prior to them providing their services to the Trust. This includes identity checks and ensuring they have the right to work in the UK.

If they are going to be engaged in regulated activity, working unsupervised or could fall within the categories of frequent or intensive, consideration should be given to obtaining a DBS certificate for the individual as self-employed individuals are not able to make an application directly to DBS. However, the Trust recognises that this process will provide an individual with a DBS certificate in the name of the Trust which potentially could be taken elsewhere.

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

16 Volunteers (including governors and trustees)

16.1 All volunteers must complete a Volunteer Application form explaining the reasons behind why they would like to complete voluntary work and why they feel they would be suitable to do so. In addition, schools in the Trust will require that all necessary checks and DBS requirements have been satisfactorily completed for voluntary staff.

16.2 A volunteer is usually eligible for a DBS certificate where the fee is waived. In order for this to be possible, the volunteer must not benefit from the position, receive any payment for the role (except for approved expenses), be on a work placement, be on a course requiring the role to be fulfilled or be in a trainee position that will lead to a full-time role/qualification.

16.3 A volunteer must still provide the standard identity documents as per other employees.

16.4 A volunteer who teaches unsupervised or looks after children without supervision on a regular basis (e.g., a reader) or provides personal care on a one-off basis in a school

will be in regulated activity. They must therefore have an enhanced DBS certificate with barred list information completed prior to commencing this role.

- 16.5** Where volunteers are not engaged in regulated activity, risk assessments should be completed to decide whether to obtain an enhanced DBS certificate or a standard DBS certificate. Advice should be obtained from the HR team.
- 16.6** A volunteer who is not engaging in regulated activity but has the opportunity to come into contact with children on a regular basis (e.g., a supervised volunteer) must have an enhanced DBS certificate, but there is no requirement for this to include barred list information. The Trust is not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.
- 16.7** Volunteers that have not been checked against the relevant DBS barred list will not be permitted to undertake regulated activity. More information on volunteer DBS checks can be found on the Gov.uk website.
- 16.8** Any volunteers whose role would fall within the Childcare Regulations will be asked to confirm that they are not disqualified under the Child Care Act.



APPENDIX 1 - KEEPING CHILDREN SAFE - SELF DISCLOSURE FORM FOR USE IN THE RECRUITMENT PROCESS & SOCIAL MEDIA CHECKS

KEEPING CHILDREN SAFE

SELF DISCLOSURE FORM FOR USE IN THE RECRUITMENT PROCESS & SOCIAL MEDIA CHECKS

Please read and complete both parts 1 and 2 of this form and submit it to recruitment@ebor.academy as soon as possible and definitely 24 hours PRIOR to interview.

Part 1 - Declaration of Spent and Relevant Unspent Criminal Offences

Ebor Academy Trust requires applicants to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Trust, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In assessing your suitability for a post, Ebor Academy Trust complies with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the Provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings you have and any court cases pending.

A list of offences which must always be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

This list includes a range of offences which are serious, relate to sexual or violent offending or are relevant in the context of safeguarding. It would never be appropriate to filter offences on this list. In addition, the legislation covers equivalent offences committed overseas.

It is not possible to capture a definitive list of all equivalent offences under the law of all other jurisdictions. Where an individual is aware that they have committed an offence overseas which may be equivalent they should seek independent expert or legal advice to ensure that they provide information that is truthful and accurate.

If appointed, any failure to disclose any convictions could result in dismissal or disciplinary action by the Trust. Any information you provide regarding convictions will be kept confidential to the Recruiting Manager and relevant HR staff.

Please complete the table below then email to recruitment@ebor.academy:

Declaration of individual		
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No ☐	Yes – please provide further information ☐
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	No ☐	Yes – please provide further information ☐
3. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No ☐	Yes – please provide further information ☐
4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐
5. Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children?	No ☐	Yes – please provide further information ☐
6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	No ☐	Yes – please provide further information ☐
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No ☐	Yes – please provide further information ☐
Please tick the boxes below and then sign this form.		

☐	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
☐	I agree to inform the Trust 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 other children.

Following receipt of this form you may be questioned during the selection process regarding the information you have given.

Part 2 – Social Media Checks

The government's Keeping Children Safe in Education document 2022 requires that schools should consider carrying out an online search as part of their due diligence on the shortlisted candidates as this may help identify any incidents, views or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

What are we looking for?

We are looking for content that may call into question a candidate's suitability to work with children and/or cause harm to the reputation of the school or Trust. That means we are looking for content that evidences inappropriate or offensive behaviour, discrimination, drug or alcohol misuse and inappropriate photos or videos. We are not interested in mainstream political opinion or evidence of usual social pastimes, such as socialising with friends.

Timeframe

Whilst the guidance does not stipulate how far back we check, the Trust believes that the past five year period is reasonable, so checks will be undertaken over this timeframe.

Next steps

You are requested to complete the second column of the table overleaf, so checks can be undertaken by the central recruitment team (not the recruitment panel). Should something arise that causes a possible safeguarding concern, the recruitment panel will be informed so that they can discuss this at interview and obtain more information.

Social media platform	Candidate username, or enter N/A if you do not use this platform	Recruitment only – date check undertaken	Recruitment only – any concern arising?
Facebook			
Twitter			
LinkedIn			
Instagram			
TikTok			

To be completed by the central recruitment team. If you have entered Y in the final column above, please add detail below:

.....

.....

.....

Declaration

I certify that to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, my employment may be terminated with immediate effect and I may be reported to the police, Disclosure and Barring Service and/or the Department for Education Children’s Safeguarding Unit.

Signed:	
Name (please print):	
Position applied for, including school name:	
Date:	

Please email the completed form to recruitment@ebor.academy as soon as possible. Thank you for your help.

APPENDIX 2 – SHORTLISTING FORM

Use this template to help you decide which candidates to shortlist for an interview.

The criteria you use will depend on the particular role – **list the essential criteria from the relevant person specification**, then either tick to indicate where criteria are met, or use a scoring system to help you decide the extent to which a candidate meets a particular criterion e.g. 0 – 2 and invite all those over a certain score to interview.

Criteria	Candidate name	Candidate name	Candidate name	Candidate name	Candidate name
Initial screening checklist (tick where candidate meets the criteria)					
Does the candidate have the right to work in the UK ?	Y / N	Y / N	Y / N	Y / N	Y / N
Does the candidate meet the minimum essential qualifications eg teaching qualification	Y / N	Y / N	Y / N	Y / N	Y / N
Have any issues of concern that are publicly available online when carrying out an online search arisen (via CST)	Y / N	Y / N	Y / N	Y / N	Y / N
Essential criteria from the person specification (you could use a 0-3 scoring system here)					
Essential criteria from person spec #1					
Essential criteria from person spec #2					

APPENDIX 3 – INTERVIEW RECORD FORM

Interview Record Form for *post title*
Date

Candidate name: Interviewer:

	Questions	Comments	Score (0-3)
1			
2			
3			
4			
5	SAFEGUARDING		
8	SAFEGUARDING		
9			

10			
11	Do you have any questions you would like to ask?		
	TOTAL		

Additional comments from interviewer

Signed Name (Print)