SAFER RECRUITMENT POLICY FOR SCHOOLS

(to be used in conjunction with the Schools Recruitment & Selection Policy)

School	Ysgol Cybi
Date policy approved and adopted by Governing Body	6/10/22
Review frequency	Every 3 Years
Next review date	Autumn Term 2025
Head teacher	Owain Lemin Roberts
Chair of Governors	Colin Bell

About this Policy

This policy seeks to provide clear and robust arrangements for the safer recruitment of staff and workers who are subject to regulated activity or have access to information on children, young people and/or adults who require specific support due to their age, illness or disability.

Prepared by Human Resources, Transformation Service
September 2018
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1.0 INTRODUCTION

1.1 This policy seeks to provide clear and robust arrangements for the safer recruitment of school staff and workers who:

- are subject to either the new or old definition of regulated activity (Appendix A);
- have access to information on children, young people and/or adults who require specific support due to their age, illness or disability.

1.2 For all other positions, pre-employment checks remain integral to the recruitment process, details of which are outlined in the recruitment and selection policy.

2.0 SCOPE

2.1 This policy should be implemented within the context of the Schools Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the school and Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

2.2 This policy refers to safeguarding pre-employment checks but does not replace the need for other pre-employment checks which must still be carried out as part of the appointment process and are outlined in the Schools Recruitment & Selection Policy.

2.3 This policy sets out the standards expected of all Headteachers and managers in relation to safe recruitment and must be applied in accordance with the safeguarding policy guidance document and associated school policies:

- Schools Recruitment and Selection Policy.
- Schools Data Protection guidelines/policies.
- Schools Disclosure and Barring Service (DBS) Policy.

2.4 This policy will apply to the recruitment of all employees whether on a permanent, temporary, casual, relief or supply basis.

2.5 This policy and its supporting documents also cover arrangements for the engagement/recruitment of volunteers, governors, contractors and agency workers.

2.6 This policy incorporates the guidance from Welsh Government on keeping learners safe https://gov.wales/sites/default/files/publications/2020-10/keeping-learners-safe-the-role-of-local-authorities-governing-bodies-and-proprietors-of-independent-schools-under-the-education-act.pdf

2.7 For the purpose of this policy the term recruiting manager refers to the individual who is responsible for dealing with the recruitment and selection process.

2.8 Further guidance in relation to this policy is available from the designated Safeguarding Officer for Learning, Human Resources Officers and the safeguarding guidelines.

2.9 Failure to apply the safer recruitment standards as outlined in this policy will be regarded as a disciplinary matter.

SAFER RECRUITMENT STANDARDS

3.0 REFERENCES

3.1 Where Appendix 'B' dictates, all appointments must be subject to the receipt of appropriate and satisfactory references which must be received prior to the applicant starting in the post.

3.2 If the applicant is an external candidate as defined in Appendix 'B', **two** references must be obtained for posts covered by this policy which are satisfactory to the requirements of the post and fulfil the schools requirements, one of which must be from the most recent employer.

3.3 References which are received for regulated posts must be followed up by the Headteacher or recruiting manager by telephone to confirm the source and content of the references

3.4 For regulated posts, Headteachers and recruiting managers must ensure they physically see each reference to ensure that it is satisfactory for the position.

3.5 Where there are concerns about a reference or the reference contains insufficient information, the process within the supporting guidance must be applied.

3.6 Prior to allowing a volunteer to start work, the Headteacher or recruiting managers must ensure at least two written references are received which are satisfactory to the requirements of the post and fulfil the schools requirements.

3.7 Contractual arrangements to engage the services of an agency worker must include the need to comply with this policy and for satisfactory references (as listed in Appendix B) to be received by the agency prior to placement.

4.0 DISCLOSURE AND BARRING CHECKS (DBS)

4.1 All successful applicants, where the post dictates, must have an appropriate and relevant Disclosure and Barring check in place **prior** to commencing work as outlined in the eligibility criteria as outlined in the DBS policy.

4.2 Where relevant criminal convictions are disclosed, Headteachers or recruiting managers must refer to Appendix C of this document for guidance on rehabilitation periods.

4.3 Where the DBS check discloses that the applicant is registered on the relevant barred list, it is a criminal offence to allow the applicant to engage in work with that particular client group. The matter **must** be referred to the HR unit immediately for action.

4.4 A satisfactory DBS check must be received prior to allowing a volunteer or a governor to begin work with the school.

4.5 Building contractors and their employees who, due to the nature of the work required, meet the definition of regulated activity and therefore have opportunity for access to children and adults who this policy covers, will require an enhanced DBS check with an appropriate barring list check.

4.6 Contractual arrangements to engage the services of an agency worker must include the need to comply with this policy.

4.7 DBS checks are portable where the potential employee is registered with the update service for the relevant client group. (*Please refer to the DBS Policy for further guidance).*

5.0 REGISTRATION WITH THE EDUCATION WORKFORCE COUNCIL (EWC)

5.1 Where the post determines, the Headteacher or recruiting manager must ensure that the applicant is registered with the EWC **prior** to arranging a start date.

5.2 Details must be recorded on the application form and confirmation must be obtained with the appropriate body.

6.0 ADDITIONAL SAFEGUARDING STANDARDS

6.1 The Headteacher or recruiting manager must also ensure that the following additional safeguarding standards are followed:

- A full employment history is disclosed on the application form
- Reasons for any gaps in employment/education are discussed, accounted for and recorded at the interview.
- The candidate discloses full details of reasons for leaving previous positions which have involved working with children or adults.
- Any ‘spent’ convictions etc are disclosed on the application form where the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- Any on-going safeguarding investigation(s) concerning the individual are disclosed.

7.0 EXCEPTIONAL CIRCUMSTANCES

7.1 This section does not apply where individuals are unable to present a DBS certificate obtained from previous employment.

7.2 With the exception of the above, the Chair of Governors may authorise an individual to commence work without the necessary safeguarding checks in place. This should only be considered where alternative temporary cover (through appropriately safeguarding checked workers) is unsuitable.

7.3 **Any decision to authorise the individual to commence work should only be in exceptional circumstances** where the delay in starting the applicant will result in a risk to a child and/or adult or harm essential service delivery. In such cases the Chair of Governors must ensure that all other appropriate safeguards are in place. This arrangement is only valid for a period of up to 8 calendar weeks from the employee's start date in post. All checks **must** be completed within this period. In such instances the specific process to be followed is outlined in the remainder of this section and in Appendix D.

7.4 The Risk Assessment form (Appendix D) **must** be completed and fully signed **before** agreeing a start date.

7.5 Headteachers or recruiting managers must also ensure that the safeguards which are agreed are made clear to the employee and the immediate team.

7.6 If the DBS disclosure is received after the employee has started in their new post and the employee is found to be barred from working with the particular group, the offer of employment must be rescinded immediately. **Under no circumstance can the employee remain in the role regardless of any safeguarding measures in place.**

7.7 Where the employee fails to fully engage in the process to ensure their outstanding checks are completed and received during the 8 weeks, **salary will be suspended and they must be removed from the workplace immediately**. Headteachers will be responsible for informing the Payroll section to suspend salary and also making the relevant HR Officer aware of the situation.

7.8 Where the school believes that insufficient attempts continue to be made within 4 calendar weeks following suspension of salary, the offer of employment will be rescinded.

7.9 Where the employee has made every attempt to engage in the process by the 8th and 12th week but checks remain outstanding, the matter should be referred to the Director of Learning and the Head of Profession- HR and Transformation to advise the Chair if employment can be extended.

7.10 The risk assessment process must also be applied for the use of volunteers, governors, agency workers and contractors where the required safeguarding

checks remain outstanding. In cases where the checks remain outstanding at the 8th week, any contractual arrangements with the agency/contractor should be terminated. Volunteers must be removed from the workplace immediately.

7.11 Headteachers or Recruiting managers will be responsible for monitoring the risk assessment process and taking necessary action at the 8th and 12th week.

7.12 Subject to the above, if a new employee commences employment without the necessary checks in place, they must be closely supervised and not have unsupervised/ unaccompanied access to pupils, even if the appropriate risk assessments have been made.

8.0 SECURE HANDLING OF SAFEGUARDING CHECKS

8.1 All employees must ensure that they comply with the DBS Policy and data protection requirements as appropriate for all safeguarding pre-employment documents.

8.2 Any information regarding the disclosure can only be shared outside of the School/council in strictest confidence with relevant people after express consent is given by the individual unless there is a legal requirement otherwise.

9.0 TRAINING AND COMMUNICATION

9.1 Governing Bodies and Headteachers must ensure that their safer recruitment procedures and relevant codes of practice are made accessible to, and are used by all staff involved in recruitment of employees, volunteers and agency workers.

9.2 All Headteachers and recruiting staff are responsible for familiarising themselves with the Recruitment & Selection policy and also this Safer Recruitment Policy.

9.3 The Chair of the Governing Body must ensure that all governors with responsibility for safeguarding are to receive appropriate induction and refresher training to facilitate the application of all necessary safeguarding measures.

9.4 In the case of employees, the Headteacher must ensure that those with responsibility for safeguarding are to receive appropriate induction and refresher training to facilitate the application of all necessary safeguarding measures.

10.0 REVIEW AND MONITORING ARRANGEMENTS

10.1 This policy will be reviewed to reflect any changes to disclosure and

barring arrangements and thereafter on a regular basis and in light of subsequent legislative changes.

10.2 The application of the policy will be reviewed and monitored by Internal Audit as part of their scheduled audit programme.

11.0 SUPPORTING GUIDANCE

See paragraph 2.3 above.

This policy supersedes any other policy, procedure, practice or reference in other documents to HR arrangements for dealing with safer recruitment arrangements.

September 2021

APPENDIX A

Regulated Activity - New Definition from 10th September 2012

All posts under this definition will require an Enhanced DBS check which must include any relevant barring information.

Children*	**Adults ***
➢ The individual must carry out one or more of the following on an unsupervised basis - teaching, training, instructing, caring for or supervising children or providing advice/ guidance on well being or driving a vehicle only for children. The term well-being includes physical, emotional and educational advice/guidance **AND/OR.** ➢ The work must be carried out in a specified place with opportunity for contact, for example Schools, Children's Homes and Childcare premises (including Flying Start). Under the above 2 points, work only becomes Regulated Activity if carried out regularly. This means by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases overnight 2am-6am). Regulated Activity for work with children also includes: ➢ Relevant Personal care (washing or dressing or health care by or supervised by a professional, even if done once). ➢ Registered childminding; and foster-carers. …….continued	The individual must provide: ➢ Healthcare (regulated healthcare profession or acting under the direction or supervision of one for example Doctors, Nurses, Health Care Assistants, Physiotherapists or Occupational Therapists) ➢ Personal Care – Assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of these tasks ➢ Social Work – Provision by a social care worker or social work which is required in connection with any health services or social services ➢ Provide assistance with a person's cash, bills or shopping because of their age, illness or disability ➢ Provide assistance with the conduct of an adult's own affairs, for example lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act ➢ Conveying adults for reasons of age, illness or disability to, from or between places where they receive health care, personal care or social work. This would not include friends or family or taxi drivers and there must be a link with the provision of healthcare, personal care and/or social care) The frequency test differs from that defined under the provision of working with children. There is no longer a requirement to do activities a certain number of times before a person is engaging in Regulated Activity.

	Can no longer apply definition of “vulnerable adult” for determining this level of regulated activity. The focus is on what service the person needs and the assistance they require.
Exclusions ➢ Family arrangements, ➢ Personal, non commercial arrangements ➢ Activity supervised at a reasonable level ➢ Health Care not provided or supervised by a health care professional ➢ Legal advice ➢ Occasional or temporary services (for example maintenance workers) where the activity is supervised and does not allow for opportunity for contact. NB if the frequency etc falls into the new definition, an enhanced plus barring check is required. ➢ Volunteers supervised at a reasonable level (supervision must be day to day and by a person in regulated activity)	

**** (this list is not exhaustive and only refers to positions related to the Council***

Old Definition prior to the 10th September 2012

Employers will still be able to obtain an Enhanced DBS check for the following, although this is not mandatory and the disclosure will not contain a barred list check. Justification in support of the request should be created to assist a response to any potential future challenge.

Children *	**Adults ***
Treatment/Therapy (instead definition encompasses health care) Activity supervised at a reasonable level Health Care not provided or supervised by a health care professional Legal advice Occasional or temporary services (maintenance workers) Volunteers supervised at a reasonable level Members of relevant local government bodies (i.e. local councillors), including - a member who discharges any of the authority's educational or social services functions - a member of an executive of a local authority that discharges any of the Authority's education or social services functions - a member of a Committee or sub-committee (or an area committee or sub-committee) of a local authority that discharges any of the Authority's education or social services functions A Chief Executive of a local authority that has any education functions or social services functions The Director of Community The Director of Lifelong Learning or Head of Service – Learning All charities that carry out work targeted at children including trustees Management Committees of Pupil Referral Units Individual carrying on as or managing establishments or agencies regulated under the Care Standards Act	This covers any Specified Activity which involves contact with a vulnerable adult in a specified place but does not fall into the new definition. In such cases the employer is able to request an Enhanced DBS check however this will exclude any barring information. Members of relevant local government bodies (i.e. local councillors) including:- - a member of a local authority who discharges any of that authority's education or social services functions which relate wholly or mainly to vulnerable adults - a member of an executive of a local authority that discharges any of that authority's education or socials services functions in relation to vulnerable adults - a member of a committee or sub –committee (or an area committee or sub-committee) of a local authority that discharges any of that authority's social services functions in relation to vulnerable adults Chief Executives and Directors of social services of local authorities in Wales Individuals carrying on or managing establishments or agencies regulated under the Care Standards Act

* (this list is not exhaustive and only refers to positions related to the Council)

APPENDIX B

References required by position

	Type of Appointment	Type of Reference required / Minimum to be received
School Positions under this policy	**External**	Two written, including one from current employer. Current employer references to be verified verbally by Headteacher/ manager for posts dealing with children & vulnerable adults
	Internal **	None required if existing references on file. However, movement between schools will require two written references
Other Council positions	**External**	Two written, including one from current employer.
	Internal **	None required if moving within Service and references on file, however, movement from service to school or school to service will require one written reference from current line manager.

** An internal position is considered to be one where the successful candidate currently works in a similar role and with a similar client base within the school(s), and is thereby being promoted / transferred within the service area or transferring from relief or temporary to a temporary or permanent contract.

All remaining candidates will be considered as external appointments.

In addition to the above, for posts dealing with children and vulnerable adults, Headteachers and recruiting managers will need to assure themselves of the reasons why candidates left previous employment which dealt with children and vulnerable adults.

APPENDIX C

REHABILITATION PERIODS

This table outlines the rehabilitation periods for convictions listed on DBS disclosure certificates

Sentence / Disposal	**Rehabilitation period for adults (18 or over at the time of conviction or the time the disposal is administered)**	**Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered)**
Imprisonment or detention in a young offender institution for over 30 months (2 ½ years)	Never spent	Never spent
Imprisonment or detention in a young offender institution for over 6 months but not exceeding 30 months (2 ½ years)	10 years	5 years
Imprisonment up to 6 months	7 years	3 ½ years
Fine	5 years	2 ½ years
Community Sentence	5 years	2 ½ years
Conditional Discharge	The period of the order, or a minimum of 12 months (whichever is longer)	The period of the order, or a minimum of 12 months (whichever is longer)
Absolute Discharge	6 months	6 months
Conditional Caution	3 months	3 months
Simple Caution, Reprimand, Final Warning	Spent immediately	Spent immediately
Some sentences carry variable rehabilitation periods. The main ones are as follows:-		
Compensation Order	On the discharge of the order (ie, when it is paid in full)	On the discharge of the order (ie, when it is paid in full)
Supervision Order	N/a	The period of the order, or a minimum of 12 months (whichever is longer)
Bound Over	The period of the order, or a minimum of 12 months (whichever is longer)	The period of the order, or a minimum of 12 months (whichever is longer)
Attendance Centre Order	A period ending one year after the order expires	A period ending one year after the order expires
Hospital Order	Five years, or a period ending two years after the order expires (whichever is longer)	Five years, or a period ending two years after the order expires (whichever is longer)

APPENDIX D

SAFEGUARDING RISK ASSESSMENT FORM
To be used in exceptional circumstances only

This form is to be completed by the Headteacher or recruiting line manager to make an assessment about an individual's suitability to commence employment or carry out any work **prior to receipt of outstanding pre-employment safeguarding checks, which are appropriate for the post as outlined in the safer recruitment policy.** It should not be used to support a decision to commence employment without receiving other pre-employment checks which are required as part of the appointment process.

The form must be used for all employees, volunteers, agency workers, contractors and college/student placements where the work will allow the individual to have access to children and/or adults who require specific services due to their age, illness or disability.

The form must not be used where the individual does not have a DBS certificate from previous employment as it will not be possible for such individuals to commence in the role until such a certificate is to hand.

The form is also available in Welsh and processing of the form will not be subject to any delay if it is submitted in Welsh.

You will need to read the safer recruitment policy and guidelines prior to completing the form. Reference is to calendar weeks.

The risk assessment must be carried out by the Headteacher/recruiting manager and signed by the relevant Chair of Governors before the individual commences employment. The form **must** be completed in discussion with the applicant, following decision to offer employment/engagement. In all cases, the Headteacher/recruiting manager is responsible for collation of the information contained in the form along with instigating interim safeguarding measures to eliminate/mitigate risk (for examples see below). Any interim safeguarding measures will only be valid for up to 8 weeks from the start date in post. If all outstanding checks are not received during this time, the employee's salary will be suspended and they will need to be removed from the workplace. If checks remain outstanding by the 12th week, the offer of employment will be rescinded. In the case of agency workers and contractors the contract will be terminated with immediate effect and the worker will not be permitted to carry out any further work with the school/council. Volunteers must be removed from the workplace immediately.

Individuals should only be allowed to commence employment/work without appropriate safeguarding checks in place, in **exceptional circumstances** where the delay in starting the applicant/worker will result in a risk to a child and/or adult who requires specific support or will result in significant detriment to essential service delivery. In such cases the Headteacher/recruiting manager and the Chair of Governors must ensure appropriate safeguards are in place and communicated to

the individual. This may include restricted duties, supervision at all times by a person in regulated activity and/or attendance at training/induction courses which will be required for the role.

For employees, including relief and supply staff, a copy of this completed form should be retained confidentially by the Headteacher/manager and a copy sent to the service HR Officer.
PLEASE REMEMBER THAT IT IS A CRIMINAL OFFENCE TO EMPLOY ANYONE WHO IS ON THE RELEVANT BARRED LIST (CHILDREN OR ADULTS)

Recruiting Headteacher/line manager and job title		
School		
Candidate's name		
Post applied for		
Level of DBS disclosure required (including barring category where necessary)		
Provisional start date (if known)		
What checks are currently outstanding? Tick as appropriate	**Reference from current/latest employer/tutor**	
	Second reference	
	Verification of written reference with referee (Regulated Activity Posts)	
	DBS disclosure	
	Registration with EWC	
	Right to work in the UK	
Date DBS disclosure check requested for post (if known)		
Date references requested for post (if known)		
Why is it essential to start the applicant without the outstanding safeguarding checks in place? Please include details of the consequences of not allowing the applicant to begin employment		
Have you considered alternative cover arrangements, eg, temporary additional hours for current staff, volunteers, agency and/or supply/ relief cover where evidence can be provided that appropriate checks have been carried out and verified? If so, please explain why these arrangements are not appropriate.		

Part 1 – Disclosure and Barring Service Check (DBS)

1. Did the applicant declare any criminal convictions, bindovers, cautions, police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?

Yes		No	

2. If yes, are these convictions relevant to the work that they are being employed to undertake?

Yes		No	

3. If yes, are these convictions of a serious nature i.e. offences against children/ vulnerable adults/violent or sexual offences etc?

Yes		No	

If yes, please provide details

4. Does the individual have an existing DBS disclosure which is appropriate for the post they have applied for with the school?

Yes		No	

If yes, has the original document been seen?

Note: DBS checks are currently not portable from outside the Isle of Anglesey County Council unless registered with the update service for the relevant client base.

Yes		No	

Disclosure number / level	
Date the document was verified	

Please check any information recorded on the DBS document, to that provided in questions 1-3.

If no, has a DBS check been applied for?

Yes		No	

NOTE:- If there is no DBS statement from previous employment available for inspection the individual <u>will not</u> be permitted to commence employment in the

role until such a DBS check is in place and therefore there is no requirement to complete the remainder of this risk assessment.

Part 2 - References

5. Does the employee have current references on file which have been requested by the school for a similar role?

Yes		No	

If you have answered no, please go to question 6
If you have answered yes, please go to question 7.

6. As part of the recruitment paperwork, have you asked for appropriate references in line with the schools policy? Please ensure that at least one reference is from the current/last employer.
(This is only applicable to employees. References for agency workers should be taken up by the agency as outlined in the safer recruitment policy/guidelines. References for volunteers should be taken up by the Headteacher/recruiting manager)

Yes		No	

7. If you have already received appropriate written references using the Council's standard form, did the content give any cause for concern?

Yes		No	

If yes, please provide details

Part 3 – Additional safeguarding checks

8. At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before the checks are fully received?
(Please take into consideration the outcome of your checks for gaps in employment and reason for leaving with previous employers).

Yes		No	

If yes, please provide details, outline any actions taken, and give reasons why the individual has been offered employment in the post and why you wish them to commence without the necessary checks being undertaken:

9. Where the applicant/worker will be working in a post which requires registration with a professional body, has contact been made with the relevant organisation i.e. the Education Workforce Council to verify the registration?

Yes		No	

Additional comments

Part 4 – Safeguarding Arrangements

10. Does the role involve regular unsupervised contact with children and/or adults?

Yes		No	

If Yes, what arrangements are in place to ensure, as far as reasonably practical, the individual has minimal opportunity to harm a child/vulnerable person and what arrangements are in place to ensure there is no unsupervised contact/access before satisfactory checks have been completed?

11. What supervision and safeguarding arrangements will be put in place until receipt of the outstanding checks to the required level?
(The supervision must be by a person working in regulated activity. Supervision must be regular and day to day and reasonable in all the circumstances to ensure the protection of children/adults)

12. Are you satisfied that all available measures are/will be in place to minimise any risk of causing harm to a child/adult?

Yes		No	

13. Has the individual received and understood the policies/procedures connected with safeguarding arrangements and their employment (for example, Child Protection, Manual Handling guidelines, Provision of Medication Guidance, etc.).

Yes		No	

If no, please provide an explanation

DECLARATION BY THE HEADTEACHER/RECRUITING MANAGER

I have considered the questions outlined above and confirm that **I am satisfied, as far as reasonably possible** that it is safe to allow the above named individual to commence work before the outstanding safeguarding checks are received, subject to the safeguarding measures detailed above being in place at all times.

I can confirm that I have notified all relevant work colleagues that the individual is still subject to outstanding checks and of the need to ensure the above measures are implemented at all times.

I can confirm that I have explained to the individual concerned the implications of them commencing work prior to clearance being received and the requirement that they declare all cautions, convictions (spent or pending). Failure to do so will result in disciplinary action including summary dismissal if it is subsequently discovered that the individual did not disclose such information. I also confirm that I have informed the individual that the agreement is valid for up to 8 weeks from the commencement of employment/work and that if the appropriate checks remain outstanding at the 8th week and the individual has made no attempt to attend necessary appointments or obtain references, salary will be suspended and they will be removed from the workplace immediately. I can also confirm that I have informed the individual that the offer of employment may be rescinded if the full checks are not received by the 12th week.

Signed by Headteacher/ Recruiting Manager	
Print Name	
Date	

ACCEPTANCE BY APPLICANT / WORKER

I agree to the conditions outlined in this risk assessment and agree to abide by the safeguarding and supervision arrangements which have been implemented.

I declare that I have provided the school with accurate and relevant information regarding my suitability to work with children and/or adults including informing the council of any on-going contact with the police which I may currently have. I agree that the contents of this form are accurate and a true reflection of the information I have provided to the school.

I understand that should my safeguarding checks be returned and be found to be unacceptable to the school/council, then my offer of employment may be rescinded.

As an employee, I also understand that if the school does not receive all outstanding safeguarding checks within 8 weeks following my start date in post and I fail to assist the school accordingly to receive the checks that my salary will be suspended and I will be asked to leave the workplace with immediate effect.

I also accept that if checks remain outstanding by the 12th week following my start date, the school retains the right to rescind my offer of employment.
For agency workers/contracts and college placements, I understand that the arrangement will be terminated without notice with immediate effect at the 8th week if checks remain outstanding.

In this regard I accept that I will make every effort to ensure the process to obtain appropriate checks is adhered to and to attend any relevant meetings/interviews as appropriate to assist the process.

Signed by Applicant	
Print Name	
Date	

APPROVAL BY CHAIR OF GOVERNORS

I can confirm that I agree with the decision made by the Headteacher/recruiting manager, subject to the appropriate supervision and safeguarding arrangements as outlined above being implemented. If any of the required outstanding safeguarding checks are not received by the end of the 8th week of employment for this post I herewith give approval for the Headteacher/recruiting manager to instruct the Payroll section to stop payment of salary immediately by instruction through email.

Chair of Governors approval is essential for all appointments within the School.

Signed by Chair	
Print Name	
Date	