



Olive Academies

Safer Recruitment Policy

Document control table	
Title	Safe Recruitment Policy
Date reviewed and updated	March 2026 (HR) September 2026 (Safeguarding)
Approved by	HR Manager and OA EPS committee
Date of next review	April 2027 unless practice or legislation requires earlier September 2027 for KCSIE
Summary including Updates/revisions:	Updated guidance around birth certificates in pre-employment checks Added in the cycle of SCR checks Ensure the training is consistent annual is best practice minimum is within two years. Agreed what the OA expectation is. Add in who conducts the online checks and how this is recorded September 2026 – updated in line with KCSIE 2026
To be noted by OA academies/ schools	These are standard OA recruitment policies that must be followed – all recruitment must be authorised and will be coordinated by OA central. Due to ongoing organisational and legislative changes, this policy may be reviewed and implemented in draft form by the central team to ensure compliance with statutory requirements. Final ratification will be sought from the Trust Board at the next available meeting. OA templates and guidance in the appendices are managed and updated by OA central

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Introduction

This policy is based on Part Three of Keeping Children Safe in Education (KCSIE) and sets out the recruitment, selection and pre-employment checking procedures that Olive Academies will follow to ensure suitable adults are recruited to work with children and young people.

Legislation and Guidance

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Rehabilitation of Offenders Act 1974
- Children Act 1989
- Education Act 2002
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Skills Act 2008
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Amendments to the Exceptions Order 1975, 2013 and 2020

This policy has due regard to the latest statutory guidance including, but not limited to, the following:

- DfE '[Academy Trust Governance Guide](#)'
- '[Staffing and employment advice for schools](#)'
- DfE '[ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021](#)'
- DfE '[Right to work checks: employing EU, EEA and Swiss citizens](#)'
- DfE '[Keeping children safe in education](#)' (the most recent version)
- DfE '[Recruit teachers from overseas](#)'
- [Disclosure & Barring Service \(2024\) 'Regulated activity with children in England and Wales'](#)
- Home Office (2024) '[Employer's guide to right to work checks](#)'
- Safer Recruitment Consortium (2022) '[Guidance for safer working practice for those working with children and young people in education settings](#)'

This policy operates in conjunction with [OA Articles and funding agreements](#) and the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Disciplinary Policy and Procedure
- Teacher Appraisal and Capability Policy
- Work Experience Policy
- Records Management Policy
- Data Protection Policy
- Staff Equality, Equity, Diversity and Inclusion Policy

You can access trust policies [here](#) and each of the academy specific policies by going to these links:

Olive Academy: [Cambridge](#), [Havering](#), [Nene Valley](#), [Suffolk](#), [Tunbridge Wells](#) and [Thurrock](#).

[You can access the OA- North View Policies here](#)

Policy statement

Olive Academies' staff are pioneers in alternative provision committed to providing children and young people with creative, nurturing and engaging learning opportunities. OA seeks to attract individuals who are committed to removing barriers to learning for children and young people. We are committed to providing our staff with ongoing CPD, leadership training, a supportive community, flexible working

arrangements, part-time opportunities, and access to one-to-one coaching. All staff joining OA receive a comprehensive induction programme.

The Board of Trustees is committed to delivering fair, effective, robust, safe and objective selection processes that are free from bias, in line with current legislation and ensure that the best candidates are selected regardless of their background or other irrelevant factors. OA takes steps to ensure those recruited are suitable to work with children, they have suitable skills and experience for the role and are not disqualified from working with children.

Olive Academies is dedicated to safeguarding and promoting the welfare of the children and young people in its academies. When a vacancy arises, robust recruitment procedures and checks for appointing staff and volunteers are followed.

As part of the recruitment process, personal data relating to job applicants is collected and processed. Olive Academies is committed to being transparent about how this data is collected and used, and to meeting its data protection obligations. For further information, please refer to the Candidate Privacy Statement. [Candidate Privacy Statement](#).

Scope

The principles described in this procedure will be applied in relation to everyone involved in the recruitment and selection process including:

- staff employed on a permanent basis
- temporary and casual staff
- volunteers
- those engaged via external organisations such as supply agencies (see Section 7)
- Contactors and
- Trustees/AABS

Roles and responsibilities

It is the responsibility of the **OA Board of Trustees** to:

- Ensure there are policies and procedures in place for the safe and effective recruitment of all staff and volunteers and for the engagement of other adults in accordance with statutory guidance and legal requirements.
- Monitor compliance with those policies and procedures.
- Recruit and provide performance management for the CEO and Strategic Leadership Group (SLG) of OA.

The **Strategic Leadership Group (SLG)**, which includes the CEO and other executive leaders, is responsible for:

- Setting the trust recruitment strategy, policy and procedures.
- Recommending to the board, the academies and trust staff structures in line with the annual budget.
- Agreeing to the advertising and recruitment of all academy staff through the request to recruit process
- Leading and approving recruitment and appointment of headteachers, heads of academy and executive leaders as delegated by the Trust Board.
- The recruitment, appointment, performance management and succession planning of the CEO remain the responsibility of the Trust Board.
- Sit on the interview panel for head of academy and deputy head of academy recruitment and Overseeing and reviewing recruitment and retention of all OA staff with a view to ensuring high

quality staff are in place to support pupils who attend an Olive academy.

Within the **SLG** it is the responsibility of the **Director of Education** to:

- Ensure that safer recruitment practices are in operation and that appropriate checks are carried out on all staff, volunteers and others engaged to work
- Work with the head of academy to agree recruitment procedures for senior leaders within the academy and recommend appointments to SLG for final approval
- Sit on the interview panel for head of academy and deputy head of academy recruitment and
- Agree to the advertising and recruitment of all academy staff through the request to recruit process.

Within the SLG, it is the responsibility of the **Director of Finance and Compliance** to:

- Approve recruitment of all staff to confirm sufficient budget is allocated.
- Approve proposals regarding change of posts and recruitment to ensure budgets are adhered to.

It is the responsibility of the **head of academy** or school and other **senior leaders** involved in recruitment to:

- Apply effective, robust and safe recruitment and selection processes in accordance with this policy.
- Work with the Director of Education and the office managers to recruit senior leaders within the academy
- Ensure that safer recruitment practices and due diligence are in operation and that appropriate checks are carried out on all staff, volunteers and others engaged to work.
- Make staff appointments outside of the leadership group.

It is the responsibility of the **HR Manager** to ensure that:

- Pay scales are aligned with the range agreed by the trust
- There is at least one member of every recruitment panel who has completed safer recruitment training within the previous two years and whose training remains current.

The Recruitment Procedure

The recruitment procedure for all posts within academies and OA is overseen centrally by the Trust's HR Manager. This is administered and managed by the office manager/HR coordinator working closely with the head of each academy. The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

All individuals involved in the recruitment and selection of staff to work with children are required to have completed up-to-date safer recruitment training appropriate to their role.

Records of this training are maintained and monitored through the National College learning platform, where completion certificates are securely stored and regularly reviewed to ensure ongoing compliance. Oversight of training compliance and certification is undertaken by the designated safeguarding lead and/or relevant senior leader.

Olive Academies has implemented a structured recruitment and selection process to ensure its commitment to safeguarding and promoting the welfare of children and young people. A summary of this process is provided in Appendix B, with further details set out in Appendix C (Safer Recruitment Due Diligence Checklist). Key elements of the process are outlined below.

Pre-advertisement

Identifying a vacancy

Before any action is initiated, the office manager, under the instruction of the head of academy, or the central team administration officer, under the instruction of the HR manager, will be required to complete a 'request to recruit' form as detailed in Appendix B. The head of academy or executive headteacher concerned should ensure that all relevant approvals have been obtained from the Director of Education, the Director of Finance and the HR Manager before beginning the recruitment process.

Once the request to recruit is authorised, the office manager must complete the advertising and interview plan which details the recruitment panel including up to date safer recruitment training.

Job descriptions/person specifications

A job pack and job advert will be drawn up for all posts by the academy's HR coordinator/central team administration officer using the templates provided. This will include a clear job description which defines the key duties and responsibilities of the role; a person specification enabling the applicants to assess themselves for the job. This will also be used to benchmark the candidates against their suitability for the role.

All job descriptions and person specifications must clearly set out the extent of the relationships, contact and degree of responsibility for children. The job description and person specification must be used throughout the recruitment process to develop the shortlisting and selection criteria.

Setting timescales

The length of the recruitment process will vary depending on the type of vacancy. An absolute minimum of 10 working days is required for external advertising of vacancies.

Visits

Informal discussions and visits prior to application are welcomed and encouraged by prior arrangement.

Advertising

Each head of academy, in consultation with the Executive Headteacher, will agree the most appropriate methods of advertising any vacant posts and the format for the advert.

For recruitment to any post with a permanent contract, an external advertising plan will be implemented. There may be circumstances where an internal only advertisement can be considered appropriate. This will include where:

- clear career development and progression paths are being supported
- there is a reasonable expectation that there are sufficient qualified and experienced internal candidates
- the position is for additional responsibilities and not a vacant post and
- staff are at risk of redundancy.

All agency workers with an Olive Academies email address who are engaged at the academy will be informed of any vacancies arising and will have the same opportunity as permanent staff to apply.

Application

Application form

A standard application form, either internal or external, must be used for all vacancies. This form is available on the website and in a downloadable format suitable for applicants with a visual impairment. The internal application form is available upon request from the academy's office manager. Copies should be made available on request. All applicants must apply via the application form, CVs alone will not be considered.

All parts of the application form must be completed, and the form signed by the candidate. Incomplete application forms will not be accepted and will be returned for completion or checked with the candidate. Where an applicant is shortlisted, any discrepancies, gaps in employment, or an unusual employment history must be explored thoroughly at interview, in line with safer recruitment.

The application form will contain a statement that makes candidates aware that providing false information is an offence and could result in the application being rejected or in summary dismissal if the applicant has been appointed.

Recruitment monitoring form

As part of the application process, individuals will be asked to complete a recruitment monitoring form which is separate to the application form. Completion of the recruitment monitoring form will ensure that policies and procedures are effective in avoiding discrimination and promoting equality and diversity in recruitment. Please note that completion of the recruitment monitoring form is voluntary.

The recruitment monitoring information does not form part of the selection process and will be separated from the application form prior to shortlisting.

The information provided should be logged separately and will be used for periodic monitoring and statistical data purposes only. Required reporting of this data will be on an anonymous basis.

Self-declaration information

As part of the recruitment process, candidates will only be required to complete a self-declaration form if they are shortlisted for interview. The form should therefore be requested and completed as part of the interview invitation process, rather than at the application stage.

The self-declaration form is available on the Trust's website and may also be included with the interview invitation correspondence.

Acknowledgement

Where a large number of applications have been received, only shortlisted candidates will be notified of the outcome of their application. For more senior posts, where there are a smaller number of candidates, those that have not been shortlisted may be informed with the option of being provided feedback, if desired.

Disposal of application information

For all unsuccessful applicants, information should be kept on file for up to six months after the end of the recruitment process after which time it will be disposed of unless we have received agreement that personal details can be kept on file in case of future vacancies. Applicants may be asked to confirm whether they wish their information to be held on file for longer than six months. If they have agreed,

personal details can be retained. On an annual basis, the HR coordinator should reconfirm with them that individuals wish to keep their details on file.

Shortlisting and invitation to interview

Shortlisting will take place as soon as possible after the closing date. Shortlisting will be undertaken by the selection panel consisting of at least two individuals, one of which must have Safer Recruitment training within the previous two years. For senior roles (head of academy and above), where the HR Manager is participating as an observer, their role will be to identify any potential safeguarding concerns. This includes checking for discrepancies, gaps in employment, or an unusual employment history, all of which must be thoroughly explored during the interview in line with safer recruitment practices.

- Only shortlisted candidates will be required to complete a self-declaration, confirming any relevant information provided as part of the application process.

This will include:

- Any criminal history
- Inclusion on the children's barred list
- Prohibition from teaching
- Prohibition from taking part in the management of an independent school
- Details of any criminal offences committed in any country, in line with the law applicable in England and Wales (not the country where the offence occurred)
- Any involvement with the police or children's social care services
- Disqualification from providing childcare
- Any relevant overseas information

Online searches

Online searches on shortlisted candidates are a useful addition to the checks we make during our safer recruitment process. Appropriate wording will be included in the job packs to inform candidates that should they be shortlisted; online searches may be conducted in line with our safer recruitment procedures.

Online searches will also consider risks identified in the most recent KCSIE relating to digital impersonation, AI-generated content and misinformation. Any concerns will be explored sensitively at interview with the candidate.

Invitation to interview

Once the shortlist has been decided, the shortlisted candidates will be notified as soon as possible (and at least 48 hours before interview day for external candidates). Invitation to interview will be confirmed in writing by post or email. Adequate time will be allowed between invitation and interview to allow for pre-employment checks to take place and to allow candidates adequate time to prepare for their interview.

Full details of the selection process (i.e. details of the interview and any additional selection tasks) will be notified to the applicant in the interview notification letter.

Every effort will be made to accommodate any special requirements necessary to enable candidates to participate in the process.

Requesting references on shortlisted candidates

The purpose of seeking references is to allow OA to obtain factual information to support appointment decisions. OA should obtain references before interview, where possible, this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview.

This follows guidance outlined in [Keeping Children Safe in Education](#):

Schools and colleges should:

- *not accept open references e.g. to whom it may concern*
- *not rely on applicants to obtain their reference*
- *ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the head of academy as accurate in respect of any disciplinary investigations)*
- *obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed*
- *secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer*
- *always verify any information with the person who provided the reference*
- *ensure electronic references originate from a legitimate source e.g. a workplace or business email address*
- *contact referees to clarify content where information is vague or insufficient information is provided*
- *compare the information on the application form with that in the reference and take up any discrepancies with the candidate*
- *establish the reason for the candidate leaving their current or most recent post, and,*
- *ensure any concerns are resolved satisfactorily before appointment is confirmed*

When asked to provide references, schools and colleges should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. Further guidance on references, including on the position regarding low-level concerns, is set out in Part four, Keeping children safe in education. References are an important part of the recruitment process and should be provided in a timely manner and not hold up proceedings. Any repeated concerns or allegations which do not meet the harm threshold which have all been found to be false, unfounded, unsubstantiated or malicious should not be included in any reference

For internal candidates at least one reference will be required to assess the applicant's suitability for the advertised role. This may be provided by the line manager or the head of academy as appropriate. Where the line manager or head of academy is part of the interview panel, the reference should instead be completed by a senior Trust leader using the standard reference template.

A standard OA template (for teaching and non-teaching staff) should be used for references and as outlined above reference requests should be sent out for all shortlisted candidates before the scheduled interview date. References should not be shared with third parties without agreement from the candidate (see candidate privacy notice).

When references are requested, every attempt should be made to get the reference prior to the interview – be this by phoning to follow up and check if the reference form has been received and ensuring a named person is provided for the referee to contact. Should references not be received prior

to interview, the panel should ensure that all individuals are assessed on the same basis and one candidate is not disadvantaged by the lack of a reference at that stage.

If the candidate has indicated they do not wish OA to contact their current employer on their application form, OA must ensure that references are received prior to confirmation of any job offer.

Follow up reference on preferred candidate

Following the completion of the selection process, the lead recruiter on the selection panel should carry out a post-conditional offer reference request (a template form post conditional offer reference form is available). This should be done on the telephone to the most recent employer referee identified on the applicant's application form.

The purpose of this reference request is:

- in cases where the requested reference form has not been received, to ask the referee to ensure the written reference is sent as soon as possible and inform the HR manager of the delay.
- in all cases (including where the reference has been received), to follow up any queries on the reference, to confirm the candidate's health, attendance and punctuality record and to ask if the referee would recommend the candidate for the post.

NB: The Equality Act makes it generally unlawful to ask questions about disability and health (including sickness absence) before a job offer is made unless it can be proved that this is to check whether they can complete an essential task e.g. heavy lifting.

Notes on requesting and writing references

It is essential that:

- where an applicant has most recently worked either on a short-term contract or through an agency a reference request is sent to the most recent substantive employer
- all references provided on behalf of OA as the most recent employer must be agreed and sent by the head of academy rather than the individual's line manager and
- all references are verbally confirmed over the telephone to ensure that it was completed by the named referee.

Further guidance on requesting and writing references is available for OA line managers from the academy's HR coordinator.

Selection process

The selection process will, as a minimum, consist of a face-to-face interview even where there is only one candidate including internal appointments or promotions and volunteers. Wherever possible, the interview panel for external recruitment will include a minimum of three people, including at least one who has been on the shortlisting panel, and a male and female if possible. For internal recruitment, a minimum of two people will be required, wherever possible. The recruitment panel must include at least one person who has been Safer Recruitment trained within the last year.

Where appropriate, the selection process may include additional tasks such as in-tray exercises, group activities, presentations, pupil panels or observed assemblies/teaching.

The selection process must assess the merits of each candidate against the various elements of the person specification and explore their suitability to work with children. Where a candidate does not meet the essential criteria set out in the person specification their application should be discarded.

Where a candidate has ticked the box to confirm a criminal conviction, these will be discussed as part of the selection process in accordance with the guidance provided in the application form. It should be noted that applicants should only be asked for a self-declaration of any criminal cautions or convictions if they are shortlisted and before the interview itself.

Pre-employment checks

OA is committed to a culture of safer recruitment and as part of that, we adopt recruitment procedures that help deter, reject or identify people who might not be suitable to work with or harm children. To meet this objective, pre-employment checks must be carried out and details filed on each employee's personal file. Pre-employment checks required are summarised below and a pre-employment checklist is available for completion against each successful candidate.

Identity verification will follow the strengthened DfE expectations in KCSIE, with birth certificates used as best-practice primary ID wherever possible, alongside photographic ID and evidence of address.

Single Central Record (SCR)

Olive Academies Trust maintains a Single Central Record (SCR) in line with the requirements of Keeping Children Safe in Education.

The SCR will include the following checks for anyone engaged in regulated activity:

- Identity check
- Right to work in the UK
- Enhanced DBS check
- Prohibition from teaching check
- Section 128 direction
- Overseas checks (where required)
- Verification of qualifications
- Date checks were completed and by whom

For individuals not engaged in regulated activity, including but not limited to Trustees, Academy Advisory Board (AAB) members, central office staff, contractors and volunteers, the SCR will record checks appropriate to their role and level of contact with children.

These will typically include:

- Identity check
- Right to work in the UK
- Enhanced DBS check without a children's barred list check, where the role involves regular contact with children
- Section 128 direction (for Trustees, Members and senior leadership roles, where applicable)
- Overseas checks (where required)
- Date checks were completed and by whom

A children's barred list check will not be requested for individuals who are not in regulated activity, in line with legislation.

The SCR will:

- Be maintained centrally in a consistent format across the Trust
- Clearly record whether each check has been completed, including dates and initials of the checker
- Distinguish between different categories of staff (e.g. employees, agency, contractors, governors)

The Trust recognises that the SCR is a key safeguarding document and must be accurate, up-to-date and fully compliant at all times.

SCR Monitoring, Quality Assurance and Audit

To ensure ongoing compliance with KCSIE, the Trust operates a robust cycle of monitoring and audit of the Single Central Record.

This includes:

Internal Monitoring

- Termly checks of the SCR by the academy leadership team
- Regular review by the Trust HR team to ensure completeness and consistency
- Ongoing updates following any recruitment, role change, or safeguarding concern

Central Oversight

- The Trust HR function retains oversight of SCR compliance across all academies
- The Safeguarding Team provides challenge and support where gaps or risks are identified

External / Independent Audit

- An external safeguarding audit is completed annually.
- An internal safeguarding audit is also conducted annually by the Trust Safeguarding and Attendance Leader.
- This ensures that all academies and the central team receive two comprehensive audits each year.

SCR Audits

- Half termly external or cross-trust reviews of SCR accuracy and compliance
- Sampling of personnel files against SCR entries

Governance Assurance

SCR compliance is reported to governance via:

- Safeguarding reports
- HR or compliance updates

Governance representatives (including Trustees/Academy Advisory Boards) may undertake:

- SCR spot checks
- Safeguarding link visits

Any discrepancies are escalated and addressed promptly. The Trust recognises that SCR scrutiny is a core safeguarding responsibility and forms part of the wider safeguarding assurance framework.

Health checks

The [Equality Act](#) make it generally unlawful to ask questions about disability and health (including sickness absence) before a job offer is made unless it can be proved that this is to check whether they can complete an essential task e.g. heavy lifting.

As part of the pre-employment checks, the chosen candidate should be asked to complete a 'fitness to work' check. Should the prospective employee say they have a health issue, the HR coordinator should send them a pre-employment health assessment form which should be returned in the confidential

envelope provided and sent to our occupational health adviser who will make an assessment and advise OA accordingly.

Employment offer

The choice of candidate will be determined by the majority view of the interview panel. The panel may identify a first and any reserve choice candidate(s). The details of the proposed offer and terms and conditions will be recorded on the OA 'offer made to candidate' form (in Appendix C). This form will be used to make a conditional offer and will then complete pre-employment checks. A firm offer cannot be made until all pre-employment checks have been completed.

Once all pre-employment checks have been satisfactorily received, a firm offer of employment in the form of:

- an appointment letter
- a principal statement of terms and conditions (including probationary and induction procedures) and personal information forms will be sent to the successful candidate for completion.

The appointment letter and a principal statement of terms and conditions must be issued prior to the candidate's official start date or on the first day of employment at the latest.

If the preferred candidate does not accept the post, the panel will consider the option of contacting any reserve candidate(s). This will only be done where the candidate meets the criteria for the role.

Unsuccessful candidates will be advised accordingly. All candidates can request feedback on their interview/selection.

Through the request to recruit form (part 3), the HR coordinator will inform OA central of the selection details and offer(s) made.

Record retention/data protection

Application and selection records

Application forms, shortlisting grids and interview notes for all applicants should be retained for a 6-month period. At the end of that period or once an individual has withdrawn consent, the data should be deleted or destroyed.

Under the Data Protection Act 2018, applicants have a right to request access to notes written about them during the recruitment process. It is imperative that all documentation is collected from members of the shortlisting and interview panels so that such a request can be met.

Applicants who wish to access their interview notes must make a subject access request in writing to the Head of Academy within 6 months from the date of interview.

Personal file records

For the successful candidate, the following pre-employment checks will be retained (where applicable) and will make up part of the employee's personal file:

- Application form
- Proof of identity
- Evidence of right to work in the UK and any supporting documents (as outlined in the Immigration,

Asylum and Nationality Act 2006 guidance document)

- Proof of required qualifications
- Fitness to work form (all), pre-employment health assessment form (if required) and medical clearance (from the Occupational Health Centre if required)
- Evidence of the DBS check or online status check (not the actual DBS Certificate) can be verified on the Trust's Single Central Record (SCR).
- Overseas applicants – evidence of criminal records checks for overseas applicants – Home Office guidance can be found on gov.uk
- Where overseas criminal record information cannot be obtained, a formal written risk assessment will be completed in line with current Keeping Children Safe in Education requirements and appropriate alternative evidence of suitability will be considered.
- Evidence of DBS Children's Barred list check can be verified on the Trust's SCR. Individual certificates or online status checks will not be retained on file.
- Evidence of prohibition from teaching check can be verified on the Trust's SCR. Individual certificates or online status checks will not be retained on file.
- Letter of professional standing from professional regulating authority in the country in which the applicant has worked (advice can be obtained from UK NARIC) - NB for EEA teachers from Jan 2021 TRA Teachers Services no longer maintains a list of teachers sanctioned in EEA states
- Evidence of completion of Statutory Induction (Teachers only where applicable)
- Evidence of section 128 directions check
- Personal details form

Should a candidate be appointed, any criminal declaration should not be filed in an employee's personal file. In exceptional circumstances a copy may be required for temporary inclusion on the personnel file. A copy can only be taken with the express permission of the individual. Should a photocopy be taken; to comply with data protection legislation it should be kept on file for no longer than six months and destroyed at the point that it removed from the file.

Induction and probation

Induction

All new employees, internally promoted staff and volunteers will be provided with an induction programme, which will ensure that they are clear about their job role, the expectations of them in terms of standards of performance and conduct and applicable policies and procedures. Any training and development needs will be identified and supported appropriately.

Where applicable, Early Career Teachers (ECTs) will be subject to the statutory induction period.

All staff, regardless of role, will read Part One of Keeping Children Safe in Education as part of their induction and will confirm that they have understood the safeguarding responsibilities outlined within it.

Probation

The first 12 weeks will be the probationary period and will apply to all newly appointed staff regardless of their role, except those ECTs to whom the teachers' statutory induction period is applied. See the OA probation procedure for more detail.

Agency staff, service contractor staff and sole traders and other workers

It is expected that the same standards of safer recruitment will be applied by external bodies providing workers or volunteers to the academy. External bodies will be required to provide a letter of assurance

confirming that relevant safer recruitment and other relevant pre-employment checks have been undertaken, and this will be recorded on the Single Central Record.

The academy does not need to carry out further checks except where information contained within the disclosure from the agency raises concerns. However, on the first day of work at the academy staff must require identification to confirm that the person presenting for work is the person the agency has assigned. Individuals employed on a service contract (sole traders) rather than through an agency must undergo the same rigorous safer recruitment checks as a potential employee.

Volunteers and regulated activity

Olive Academies recognises that from September 2026 the supervision exemption no longer applies when determining whether an individual is engaged in regulated activity with children. The Trust will assess volunteer roles on a case-by-case basis to determine whether the duties constitute regulated activity and ensure that the appropriate level of DBS and barred list checks are undertaken in accordance with current statutory guidance. All volunteers engaged in regulated activity will be subject to the same safeguarding expectations and suitability checks as employed staff.

Safeguarding

For references provided to the school, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL will be consulted where appropriate. The DSL will recognise the school's duty to disclose safeguarding concerns overrides any other duties to an employee, and ensure the school complies with its safeguarding obligations. The DSL will ensure records are kept of all allegations against staff in line with the most up-to-date version of KCSIE.

For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on the confidential personnel file of the accused member of staff. Accurate information based on these records will be given in response to future requests for a reference, where appropriate. Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

Olive Academies recognises that safeguarding is everyone's responsibility. Safer recruitment forms one part of a wider safeguarding culture that seeks to deter, identify and reject unsuitable individuals from working with children and young people.

Monitoring and review

This policy is reviewed annually by the Trust HR Manager and the Attendance and Safeguarding Leader. Following the review it will be approved by the Trust Board via the Education, Performance and Standards Committee.

Any changes made to this policy will be communicated to all members of staff and relevant stakeholders. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

Appendix A: Documentation, locations and applications

Form/ template	Notes
Recruitment – All templates are located in HR templates sections on SharePoint	
Request to recruit and offer approval template	Standard form covers recruitment, offer made to candidate and final approval
Advert	Standard template which requires a short descriptive paragraph on the role
Job pack	Completed by Office Manager
Application form	Standard form on SharePoint
Safer Recruitment checklist	On SharePoint
Equalities monitoring form	On SharePoint
Fitness to work form (to be completed by successful candidate)	On SharePoint
Pre-employment health assessment form	On SharePoint– to be used only if required, should be returned in confidential envelope
Interview score sheet template	On SharePoint
Shortlisting grid	On SharePoint
Reference template – teaching and non-teaching	On SharePoint
Interview programme/ agenda	Completed by the Office Manager
DBS procedures risk assessment templates	On SharePoint
Induction checklist	On SharePoint
New Employee Details form	On SharePoint
Dataplan Essential Starter Form	On SharePoint
Contract of employment (leadership)	On SharePoint– internal and external appts – completed by the Office Manager
Contract of employment (teaching)	On SharePoint– internal and external appts - completed by the Office Manager
Contract of employment (support staff)	On SharePoint– internal and external appts - completed by the Office Manager
Probation extension letter template	On SharePoint– completed by the Office Manager
Probation appointment confirmation letter	On SharePoint - completed by the Office Manager

If you cannot find something, please speak to your academy's Office Manager in the first instance.

Appendix B: Procedural Flowchart



Appendix C: Safer Recruitment due diligence checklist

Stage	Actions	Outcome
Prior to advert	Ensure a safeguarding statement about OA's commitment to safeguarding (safer recruitment and selection policy) is included in all recruitment and selection materials	Confirms robust consistent approach to safeguarding
Prior to advert	Ensure that all OA job application packs contain all the required information about the organisation, role, recruitment timetable, safer recruitment policy/statement, candidate privacy notice and application form	Confirms robust consistent approach to safeguarding
Receipt of Application	Make copies for members of the shortlisting group and send as soon as received.	Due diligence can begin prior to formal shortlisting.
Receipt of Application	Do not accept CVs and testimonials.	Reject unless accompanied by completed application form.
Receipt of Application	Do not accept incomplete application forms or any unsigned applications.	If time allows return to candidate for completion.
Shortlisting	Check employment history for any obvious gaps or irregularities.	If selected for interview, then question rigorously at that stage.
Shortlisting	Complete online searches	If anything concerning is revealed, ensure this is questioned during the interview.
Shortlisting	Cross reference information with 'essential' criteria in person specification.	Failure to meet essential criteria should result in rejection.
Shortlisting	If applicant is working for an agency request reference but also request references from last substantive employer and one other.	Ensure that employer reference is signed by a member of SLT and preferably the head of academy.
Shortlisting	Be aware of generic personal statements and look for evidence that the applicant has made it relevant to the post in question.	Reject or be prepared to challenge the lack of effort made with the application at interview.
Shortlisting	For UPS and AHT posts check current school's Ofsted report and school data on 'compare school performance' website.	Try to validate any claims made in the personal statement.
Shortlisting	For DHT and above check current school's Ofsted report grade for leadership and school data.	Try to validate any claims made in the personal statement.
Pre-Interview	Check panel has at least one member with safer recruitment training in the previous two years. NB Safer recruitment training for recruiters should be current.	Panel is compliant with Trust policy.
Pre-Interview	Request references using standard reference form for all shortlisted candidates and follow up prior to interview date if not received.	Panel has references available when considering making an offer.
Pre-Interview	Ensure questions for interview are aligned with the JD / PS and cover any concerns identified at shortlisting stage.	Standardised questions for all candidates with individualised supplementary questions.

Pre interview	Ensure candidates receive same invitation to interview, supplying them with necessary information about interview and selection procedures and asking them to bring safer recruitment documents to interview (ID / qualifications / confirmation of address / etc.)	In guidance to candidates and invitation to interview. Ensures necessary documentation has been obtained.
Interview	Ensure that each application received is scrutinised in a systematic way by the shortlisting panel using a shortlisting scoring template	Ensures consistent treatment of each candidate is recorded and enables decision making
Interview	Panel should ensure that any concerns about employment history are rigorously explored.	A clear explanation of any irregularities is heard and noted to enable decision making.
Interview	Ensure that detailed notes are kept by panel members.	Notes collected from all members at the end of the process.
Interview	Ensure that safeguarding issues are explored at interview by specific questions.	At least two safeguarding questions to test candidates.
Post-interview	Ensure post conditional reference obtained over the phone by lead recruiter on the interview panel	Enables panel to follow up any queries and chase up written reference if not yet received
Post-Interview	Any offer made should state that it is conditional on meeting safeguarding and pre-employment checks.	Expressed through provisional offer letter.
Post-interview	Update pre-employment checklist to document receipt of relevant papers	Ensure all pre-employment checks are completed prior to final offer (or risk assessment completed if documents not available).

Use of agency staff and service contractor staff

To enter supply or contract staff from an external agency onto the single central record, the academy will require a letter of assurance from the agency that it has satisfactorily completed the checks described above.

The academy does not need to carry out further checks except where information contained within the disclosure from the agency raises concerns. However, on the first day of work at the academy staff must require identification to confirm that the person presenting for work is the person the agency has assigned.

Use of sole traders employed on a service contract, individuals employed on a service contract rather than through an agency must undergo the same rigorous safer recruitment checks as a potential employee.