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DfE and the Trust's Child Protection and Safeguarding Policy, available on the Trust website: www.lwlat.org.uk plus other relevant documents

- 5.4. All recruitment must be planned in such a way as to ensure that there is adequate time available to recruit safely.
- 5.5. Any person who becomes aware that this policy is not being followed during recruitment must inform the CEO or Principal, as appropriate, immediately.
- 5.6. All of the checks described in Section 14 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.

6. Advertising

- 6.1. Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.
- 6.2. All job adverts will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

‘The Learning without Limits Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share

- 9.2. Where it has not been possible to obtain references before the interview, any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.
- 9.3. In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made

10. Short-listing

- 10.1. Applicants will be shortlisted against the requirements of the person specification. The same people should carry out the shortlisting and the interviews and should be at least two people. The outcome of the shortlisting process will be recorded and noted.
- 10.2. As part of the shortlisting process, in line with measures identified in statutory guidance relating to safeguarding practice the Trust will conduct searches on candidates selected for interview, through a third party, on social media in order to identify anything that could give rise to a safeguarding concern in what has been said or done online.
- 10.3. Management of online searches (either by carrying out the search or instructing a third party to do so), and the collation of information will be carried out independently from those managing the shortlisting process. Only information relevant to safeguarding concerns obtained from the search will be passed over for consideration during the recruitment process for use during the shortlisting process.
- 10.4. The shortlisting panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any gaps including any

be based on the requirements for the particular post as set out in the job description and person specification.

- 12.3. Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are

13. Level of Language Proficiency

- 13.1. Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English. Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).

- 13.2. The Trust will accept a range of evidence of spoken English language ability as follows:

- competently answering interview questions in English;
- possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad,
- passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.

14. Pre-employment Checks

- 14.1. An offer of appointment to the successful applicant will be conditional upon the following:

14.1.1. receipt of at least two satisfactory written references (one of which must be their current or most recent employer)

14.1.2. verification of the applicant's identity, preferably from current photographic ID and proof of address. It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name.

14.1.3. verification of the applicant's medical fitness

14.1.4. verification of qualifications where relevant

14.1.5. verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the

15.2.2. It is important that the description of each acceptable document is read carefully as the statutory excuse will only be obtained where the document produced meets the specification in that list precisely. For example, in some cases it is acceptable if the document produced has expired (e.g. a British citizen's passport), whereas in some cases the document produced must be current (e.g. a foreign passport endorsed with indefinite leave to remain or no time limit);

15.2.3. Additionally, some documents are only acceptable if pro-6.4 (eo.6 (m)n(n)-0.7 (t)-6 ()10.6 (

"Original document examined by [name of person undertaking the check] in the [physical presence / presence via video link] of [name of prospective employee] and copy taken on [date month year].

[signature of person undertaking the check]."

15.4.5. This can simply be handwritten

and we will now have a time limited statutory excuse which expires when the new permission to be in the UK expires.

18. Disclosure and Barring Service (DBS) checks for employees and volunteers

- 18.1. The Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annex 5 of Keeping Children Safe in Education 2012a. If a volunteer is assessed as requiring a DBS check, the following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	<p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, Learning without Limits Academy Trust is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out:</p> <ul style="list-style-type: none"> • Frequently by the same person (for example once a week or more); or • On more than three days in any period of 30 days. • Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out. 	An enhanced DBS check with children's barred list check will be obtained

Unsupervised volunteers

As above

An enhanced DBS check with children's barred list check will be obtained

Those applying for Chair of Trustee posts must also have their identity verified for a stipulated professional as part of their DBS check as per the below link:

<https://www.gov.uk/government/publications/identity-verification>

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	<p>ages), number and vulnerability of children the individual is working with, the nature of the work and opportunity for contact with children, whether other individuals are helping to look after them and how many workers a supervisor is supervising).</p>	
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18.2. In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, but not before [children's barred list check](#) has been completed. The Trust will ensure that appropriate supervision is in place until the DBS check has been received.

18.3. DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The DBS certificate will be cross-referenced with the applicant's signed self-declaration and the interview notes to ensure the information disclosed has been assessed correctly. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of a DBS certificate, however we may choose to do so for decision making purposes. Any copy will be

- 19.3. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer (subject to risk assessment) where the Trust has concerns about their suitability to work with children and young people.
- 19.4. DBS certificates will only be issued to the applicant. The Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the Trust's Disciplinary Procedure.
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and its Academies will always endeavour to support staff when policies and procedures are being actioned.

24. Review of this policy

Appendix 1: Disqualification from childcare information for new employees

Appendix 2 Document for prospective employees requesting evidence of eligibility to work in the UK

To comply with the Immigration, Asylum & Nationality Act 2006, Learning without Limits Academy Trust is required to obtain documentation from all prospective employees demonstrating eligibility to work in the UK. Therefore, before you commence employment with us, you must provide one of the documents, or combinations of documents, as specified in List A or List B below.

The document or documents you provide will be checked by a member of our HR team and a copy will be retained securely and confidentially on your personal file. If you provide a document or documents from List B, you will also be required to provide further evidence of your right to work at the relevant date - see headings within List B.

If for any reason you cannot prove that you are eligible to work in the UK before your employment start date we will delay your start date until such time as evidence has been provided.

We will carry out a physical document check or perform an online check to establish a right to work. Where a right to work check has been conducted using the Home Office online service, the information is provided in real time, directly from Home Office systems so there will be no requirement to see original documents. A list of the documents supported by the online checking service can be found at the foot of this document.

Where the document heading that you wish to provide also refers to the Home Office Employer Checking Service, please note that we will need to raise that check with the Home Office; we cannot accept checks that have not been initiated by us. By indicating that you wish to rely on that check you can confirm that you are happy for us to give your details to the Home Office.

List A- Documents in this list demonstrate that you are not subject to immigration control or have no restriction on the length of your stay. No further checks will be required once we have seen a document, or combination of documents, from this list.	
1	A passport (current or expired) showing that you are a British citizen or a citizen of the United Kingdom Overseas Territories and Colonies having the right of abode in the UK.
2	A passport or passport card (current or expired) showing that you are an Irish citizen.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man which has been verified as valid by the Home Office Employer Checking Service showing that you have been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4	A current passport endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.
5	A current Immigration Status Document issued to you by the Home Office with an endorsement naming you and indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, together with official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.

6 A birth or adoption certificate issued in the ~~UK~~ together with

4	An application registration card issued by the Home Office stating that you are permitted to take the employment in question together with a Positive Verification Notice from the Home Office Employer Checking Service.
5	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that you may stay in the UK and are permitted to do the work in question.

Holders of Biometric Residence Permits and Cards and digital

List B: Group 1

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |
| <input type="checkbox"/> | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, has been verified as valid by the Home Office Employer Checking Service showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| <input type="checkbox"/> | A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the |

Step 2: Check

You must check that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

Are photographs consistent across documents and with the person's appearance? Yes No N/A

Know the type of excuse you have

If you have correctly carried out the above three steps we will have an excuse against liability for a civil penalty if the above named person is found working for us illegally. However, the excuse may be time-limited depending on the type of check conducted. Use the checklist below to determine how long the excuse lasts for, and if, and when we are required to do a follow-up check.

The documents that you have checked and copied are from:

List A: we have a **continuous statutory excuse** for the **full duration** of the person's employment with us.

We are **not** required to carry out any repeat right to work checks on this person.

List B: Group 1: we have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires.

We must carry out a **follow-up check before the document evidencing their permission to work expires.**

- Note the expiry date of the person's permission to be in the UK in the box below; and
- This expiry date must be recorded on SCR Tracker to ensure that a followup check is conducted before the permission expires

List B: Group 2 we have a **time-limited statutory excuse** which expires **six months** from the date specified in the positive verification notice issued to us by the Home Office Employer Checking Service.