

TUDOR PARK EDUCATION TRUST	Recruitment and Selection Policy
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Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

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Introduction

- 1.1 Recruiting the best people to our Trust is vital for our continued success in providing the highest standards of education to our pupils.
- 1.2 Not appointing the right people to our roles can have a negative impact on the performance of our Trust.
- 1.3 The Principal is responsible for deciding on the arrangements to recruit to any post, with the exception of the Principal role, where the Governing Body will be responsible.
- 1.4 In carrying out our recruitment processes we:
 - 1.4.1 are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.
 - 1.4.2 will comply with the requirements of **Data Protection Legislation** (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time.
 - 1.4.3 our Data Protection Policy sets out how we will comply with Data Protection Legislation.
 - 1.4.4 will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.
- 1.5 In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Board who will provide reasons for this requirement.
- 1.6 Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.
- 1.7 If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

2 Scope and Purpose

- 2.1 The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within our Trust.
- 2.2 Sections 13 and 14 on Disclosure and Barring Service checks also applies to volunteers in our Trust.

3 Safer Recruitment

- 3.1 All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- 3.2 The recruitment of all applicants and volunteers to our Trust must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.
- 3.3 Any person involved in recruiting to our Trust must read the "Keeping children safe in education" (2022) guidance (or updated statutory guidance) produced by the DfE and our Trust's child protection policy. These can be obtained from the Designated Safeguarding Lead or the policies folder on the shared drive.
- 3.4 All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- 3.5 Any person who becomes aware that this policy is not being followed during recruitment must inform the Principal immediately.
- 3.6 All of the checks described in Sections 12 and 13 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.

4 Advertising

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

Tudor Park Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

- 4.3 All advertisements will also include the following statement if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020:

‘This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>’

- 4.4 Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales). For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English or Welsh required for the role.
- 4.5 All applicants will be provided with a copy of our Recruitment Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment process.

5 Job Description

- 5.1 A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, experience, qualifications and knowledge requirements for the post.
- 5.2 All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children.

6 Application form

All applicants are required to fill out our standard application form. CVs will be accepted but will not replace the application form.

7 References

- 7.1 All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:
- 7.1.1 be requested for all shortlisted applicants, including internal applicants;

- 7.1.2 include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
 - 7.1.3 ask the current employer for details of any capability history in the previous two years, and the reasons for this;
 - 7.1.4 be directly from the referee, who will be a senior person with appropriate authority and confirmed as accurate by the headteacher/principal in respect of any disciplinary investigations;
 - 7.1.5 not be accepted if they are 'to whom it may concern' letters;
 - 7.1.6 request information on the applicant's suitability to work with children and young people from the last employer where the applicant worked with children (if not currently working with children);
 - 7.1.7 be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source;
 - 7.1.8 be clarified with the referee where the information is vague or insufficient;
 - 7.1.9 establish the reason for the candidate leaving their current or most recent post;
 - 7.1.10 be compared with the information set out in the application form and any discrepancies discussed with the candidate;
 - 7.1.11 be requested before the interview; and
 - 7.1.12 be explored further with the referee and with the applicant during the interview if necessary.
- 7.2 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.
- 7.3 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.

8 Short-listing

- 8.1 Applicants will be short-listed against the requirements of the person specification. The same people should carry out the short-listing and the interviews. The outcome of the short-listing process will be recorded and retained.
- 8.2 The equal opportunities monitoring form must be removed from the application and not provided to the short-listing panel.

- 8.3 The Trust may conduct searches, either themselves or through a third party, of the online presence and publicly available social media content of shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to safeguarding concern.
- 8.4 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 potential reputational damage and/or safeguarding concerns obtained from the search will be passed to those managing the shortlisting process.
- 8.5 The short listing 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 concerns must be obtained from the applicant during the interview process.

9 Interviews

- 9.1 A face to face interview must take place for all applicants to all posts. The use of video conferencing, Skype, Facetime or other similar technologies is acceptable for this purpose.
- 9.2 All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. At least one person on the interview panel must have passed the appropriate safer recruitment training.
- 9.3 The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.
- 9.4 Interviews should ideally be conducted with a minimum of two interviewers on the panel ideally with an equal gender balance to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.
- 9.5 Before the interview commences the interview panel should have:
- 9.5.1 prepared appropriate questions for the role;
 - 9.5.2 prepared appropriate questions to test the applicant's suitability to work with children and young people;
 - 9.5.3 identified any areas for further probing, e.g. if a criminal record has been declared, any information about past disciplinary action/allegations, or if there are gaps in employment etc;
 - 9.5.4 agreed assessment criteria which reflects the person specification; and

- 9.5.5 decided a structure to the interview and established which member of the panel will ask which questions.
- 9.6 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.
- 9.7 Any gaps in employment history and any concerns identified as part of the online and social media checking process must be explored during the interview process.
- 9.8 Candidates shortlisted for interview will be asked about their suitability to work with children. Areas that may be concerning and lead to further questions include:
 - 9.8.1 implication that adults and children are equal;
 - 9.8.2 lack of recognition and/or understanding of the vulnerability of children;
 - 9.8.3 inappropriate idealisation of children;
 - 9.8.4 inadequate understanding of appropriate boundaries between adults and children;
and
 - 9.8.5 indicators of negative safeguarding behaviours;
- 9.9 Shortlisted candidates will be required to complete a self declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) that may deem them unsuitable. Where this is provided electronically, the shortlisted candidate will be asked to physically sign a hard copy at the point of interview.

10 Other selection methods

- 10.1 In addition to a face to face interview with the interview panel a variety of other selection methods may be used, such as:
 - 10.1.1 Observation of teaching practice in our trust or in the applicant's current school or academy;
 - 10.1.2 One or more additional panel interviews (for example, a panel made up of pupils from our academies);
 - 10.1.3 A presentation;
 - 10.1.4 In tray exercises; and

10.1.5 Psychometric testing.

10.2 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

10.3 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.

11 Level of language proficiency

11.1 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 (or Welsh in Wales). 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).

11.2 The Trust will accept a range of evidence of spoken English or Welsh language ability as follows:

- competently answering interview questions in English or Welsh;
- possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English or Welsh by a recognised institution abroad,
- passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English or Welsh by a recognised institution abroad (and from September 2017 this includes Welsh second language GCSE).

12 Pre-employment checks

12.1 An offer of appointment to the successful applicant will be conditional upon the following:

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

12.1.2 verification of the applicant's identity, preferably from current photographic ID and proof of address;

12.1.3 verification of the applicant's medical fitness;

12.1.4 verification of qualifications where relevant;

12.1.5 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 Teacher Services System;

- 12.1.6 satisfactory enhanced DBS check (see Section 13);
- 12.1.7 Satisfactory online searches (see Section 8);
- 12.1.8 for management positions (Applicable to governors/trustees, Headteachers, members of the Senior Leadership Team and departmental heads only), verification that they are not subject to a section 128 direction by checking the Teacher Services System.
- 12.1.9 for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System;
- 12.1.10 for teachers, satisfactory check to determine any restrictions/sanctions that have been imposed in other EEA member states, through the provision of a letter of professional standing from the professional regulating authority in the country that they qualified.¹
- 12.1.11 a clear children's barred list check (except supervised volunteers);
- 12.1.12 verification of right to work in the United Kingdom;
- 12.1.13 any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas.

12.2 All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

13 Disclosure and Barring Service (DBS) checks - new employees and volunteers

13.1 The Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annexe F of Keeping Children Safe in Education 2022. 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
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¹ EEA regulator restrictions do not prevent an individual from taking up teaching positions in England, however, employers should consider the circumstances leading to the restriction when assessing a candidate's suitability to be employed. Please note, only EEA restrictions that are determined after 18 January 2016 will be displayed on the Teacher Services System

<p>Employees who will be engaging in regulated activity</p>	<p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, Tudor Park Education 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> <p>Frequently by the same person (for example once a week or more); or</p> <p>On more than three days in any period of 30 days.</p> <p>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.</p>	<p>An enhanced DBS check with children's barred list check will be obtained</p>
<p>Unsupervised volunteers</p>	<p>As above</p>	<p>An enhanced DBS check with children's barred list check will be obtained</p> <p>Those applying for Chair of Trustee posts (after 01.04.17) must also have their identity verified for a stipulated professional as part of their DBS check as per the below link:</p> <p>https://www.gov.uk/government/publications/identity-verification-for-new-chairs-of-trustees</p>

Supervised volunteers	<p>Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if:</p> <p>They are being supervised by someone that is in regulated activity; and</p> <p>The supervision is regular and day to day (e.g. it is ongoing); and</p> <p>The supervision is reasonable in all the circumstances to ensure the protection of children (this may take into account for example, the age (including the variation in 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>	We are unable by law to obtain a barred list check on a supervised volunteer. We will however obtain an enhanced DBS check (with no barred list check) for supervised volunteers.

13.2 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 the children's barred list check has been completed. The Trust must ensure that appropriate supervision is in place until the DBS check has been received.

13.3 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. 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 your DBS certificate, however we may choose to do so for decision making purposes. Any copy will be

held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.

- 13.4 Any applicant who refuses to produce their DBS disclosure will not be able to start work at the Trust and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in the Trust.
- 13.5 Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required, with the exception of exam invigilators who will be refunded the cost via payroll. Where the applicant or volunteer has subscribed they should provide the Trust with the original disclosure document to be verified and the Trust will check the online update for any changes.
- 13.6 Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).
- 13.7 Information relating to an individual's criminal record will only be shared with the relevant people to enable the Trust to make a decision about their suitability to work with children and young people.

14 Disclosure and Barring Service (DBS) checks - existing employees and volunteers

- 14.1 An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment.
- 14.2 An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the Trust has concerns about an individual's suitability to work with children and young people. 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.
- 14.3 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 disciplinary procedure.
- 14.4 All existing employees are required to inform the Trust of any change in their criminal record. This includes convictions, cautions, arrests and police investigations which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). The Trust may require all employees to sign a declaration on an annual basis that there has been no change in their criminal record. Action may be taken as a result of any change or any failure to inform the Trust of any change.

15 Agency staff

- 15.1 In the case of agency staff, Trust must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 12, including DBS and children's barred list checks, that the Trust would otherwise complete for its staff. The Trust must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).
- 15.2 Upon the engagement of an agency worker, the agency must be supplied with a copy of the Trust's Managing Allegations Procedure unless they have previously been provided with the most recent version of this procedure.

16 Breaches of the policy

- 16.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.
- 16.2 Any complaint in relation to this policy, including its application will be managed through the Trust's complaints policy or grievance policy (for existing employees).

17 Record keeping and data protection

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the Trust in line with our Recruitment Privacy Notice, our Workforce Privacy Notice (for appointed candidates), our Management and Retention of Records Policy] and in line with the requirements of Data Protection Legislation.

18 Review of policy

This policy is reviewed annually by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

APPENDIX 1 – safeguarding procedures

Safeguarding Procedures for Supply Staff

- The agency sends through their compliance and vetting summary for the member of staff for the first time that they are booked. This includes DBS number and a summary of checks that have been carried out, including eligibility to work in the UK. Some will include a photograph.
- In the rare circumstances that the member of staff has disclose able information The Principal decides if they are willing for them to come to FCC on supply for the day.
- When the agency staff arrive at reception they sign in and have a visitors pass. Photo ID is copied and attached to the Daily Supply Vetting Summary of checks form. The ID must be either a passport or driving license. The agency photo ID card is not sufficient.
- The ID is checked to make sure that the name and details tie up with the agency summary of who we are expecting.
- A copy of the summary of the agency vetting is kept in the Data Manager's office and reception also have a copy with the ID seen and the completed Daily Supply Vetting Form. The Daily Supply Vetting form is signed by the Data Manger who will personally meet staff.
- Once identity has been confirmed and checks completed only then can the agency staff go to in to the Main School. They are given a booklet with our key procedures and priorities to help them throughout the day.
- These procedures apply to daily and long term supply on their first visit. For subsequent visits they need to sign in and if reception has any doubts to identity they can verify by checking the file with the summary.
- If the agency staff has their DBS renewed then the agency will send through an updated summary.

Safeguarding Procedures for Volunteers (including ad hoc, school/unpaid work experience/pre PGCE work experience)

Volunteers can enhance the learning opportunities of our students by contributing a range of skills and experiences. If volunteers are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis (eg supervised volunteers) the school will undertake a risk assessment, and use professional judgement and experience when deciding whether to seek a barred list check or an enhanced DBS check. In doing so the following will be considered:

- The nature of the work with children;
- Where the volunteer is providing ad hoc or regular support;
- What the school knows about the volunteer, including formal or informal information offered by staff, parents/carers and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- Whether the role is eligible for an enhanced DBS check.

Two references will be sought for volunteers.

Prior to their arrival the volunteer should be asked to complete the form in Appendix 1, and upon arrival provide photographic evidence of their identity (eg passport or photocard driving licence). Information will be provided on the school's code of conduct and safeguarding procedures (Appendix 2). They will be expected to wear a school lanyard at all times.

If the volunteer does not have a DBS certificate they should be supervised by a member of staff who has an enhanced DBS check. They are not to be left on their own with a student or group of students.

The Trust may obtain a barred list check where appropriate, and / or an enhanced DBS certificate (which should include barred list information) for all volunteers who are working unsupervised in regulated activity. Depending on the nature of the volunteer's role the cost of obtaining an external check may be passed on to the individual. Where checks are carried out on volunteers these will be recorded in the single central record.

Safeguarding Procedures for trainee / student teachers

Where applicants for initial teacher training are salaried by the school, the checks required for staff appointments will be carried out, including an enhanced DBS certificate (with barred list information).

Where trainee teachers are fee-funded (eg SCITT or PGCE placements), it is the responsibility of the initial teacher training provider to carry out the necessary checks. Evidence of this will be requested by the school by the training provider prior to arrival to confirm that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

On arrival at the school, the individual should provide evidence of photographic identity (eg passport or photo driving licence) and complete the form in Appendix 1. Individuals will be given the school's code of conduct and safeguarding procedures (Appendix 2) and will be expected to wear a school lanyard at all times.

Safeguarding Procedures for Governors and Trustees

The school will ensure that an enhanced DBS check is processed, and that identity checks are completed before any individual takes up their position as school governor or Trustee. Associate members appointed to the Governing Body do not need an enhanced DBS check.

A check will also be carried out to ensure that the individual is not subject to a section 128 direction that would prevent them from taking part in the management of a school. Further checks may be

carried out as considered appropriate where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS certificate is not sufficient to establish his or her suitability to carry out duties in a school. Details of the check carried out will be recorded on the single central record.

All Governors and Trustees will be given information on the school's code of conduct and safeguarding policy. They will also undertake safeguarding training. Governors and Trustees will be expected to wear the school lanyard at all times during the school day.

Governance is not a regulated activity and so governors / trustees do not need a barred list check unless, in addition to their governance duties, they also engage in a regulated activity.

Safeguarding Procedures for Contractors

Under no circumstances should a contractor in respect of whom no checks have been obtained by allowed to work unsupervised during the school day/term, or engage in a regulated activity. The appropriate level of supervision will depend on the circumstances.

The school will ensure that any contractor who is to work regularly at the school, has been subject to the appropriate level of check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contracts who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required, or supervision at all times on the premises will be provided.

In the event that a contractor has a Standard DBS certificate, a risk assessment will be carried out regarding the nature of the work being carried out and the location, timing and timescale of work being carried out.

The contractor is responsible for confirming what checks have been carried out on their employees as part of the tendering process. This should be in writing.

Where a contractor is self employed, the school may consider obtaining the DBS check, as self employed people are not able to make an application directly to the DBS on their own account.

On arrival, the identity of the contractor should be confirmed by photographic evidence (eg company identity card), given details of the school's code of conduct and safeguarding procedures (Appendix 2), and if the contractor does not have a DBS certificate, they will be supervised whilst on the premises during the school day/term. All contractors will be expected to sign in at Reception and wear a school lanyard at all times.

A central list of contractors will be kept on the single central record.

Safeguarding Procedures for Lettings

During normal school hours, the Trust is responsible for safeguarding children and vulnerable adults on its site. Hirers are expected to comply in full with the Trust's safeguarding policies and ensure that they report to reception on arrival and wear their visitor passes at all times.

Where a third party hires the Trust's premises outside school hours, the responsibility for ensuring that safeguarding measures are in place rests with the Hirer. However, the Trust takes safeguarding very seriously and is committed to working with Hirers to ensure that safeguarding standards are high and to minimise any potential risk. It is a condition of hire that the Hirer undertakes to ensure that suitable arrangements are in place in regard to safeguarding children and vulnerable adults and that each and every person employed by or under the control of or acting on behalf of the Hirer who has any contact with children or vulnerable adults at the premises shall have a satisfactory enhanced Disclosure and Barring Service Certificate in place and held by the Hirer. The terms and conditions that Hirers sign state that they will produce to Governors, upon request, a copy of its Safeguarding Policy. The terms and conditions also set out that in addition to the general right of termination, the Governors reserve the right to end the Lettings Agreement with immediate effect if the Hirer does not have adequate safeguarding arrangements in place. Spot checks will be conducted to ensure compliance.

Safeguarding Procedures for visitors (including parents/carers who attend an event during the school day)

Individual visitors arriving at the school reception will be met, escorted and supervised by the member of staff they are meeting whilst on school premises during the school day/term.

Staff will be reminded to remain vigilant during events or occasions where parents and carers have been invited and politely question any individuals who may either be lost or have veered away from the event location.

Visitors will be given details of the school's code of conduct and safeguarding procedures (Appendix 2),

APPENDIX 2

PERSONAL INFORMATION FORM

Volunteers, trainee teachers, students on work-related learning, and others classed as ‘volunteers’ for Single Central Record (SCR) purposes.

Please provide Tudor Park Education Trust with the following information to enable us to maintain our SCR and comply with Safeguarding requirements. All data will be treated in accordance with our Data Protection Policy, and relevant legislation.

For completion by the individual

Full name	
Address	
Contact phone number	
Email	
Date of birth	
National Insurance Number	
Nature of role at the school	
Start and finish dates	
DBS Disclosure number #	
DBS issue date	

in some cases the school may need to apply for a DBS Disclosure on your behalf and / or a Barred List Check (L99), for which a cost may be payable.

I confirm that I know of no reason why I should not undertake a role at the school. (Please note that It is a criminal offence for barred individuals to seek, or to undertake, work with children.)

Signed: _____ Date: _____

For completion by TPET

DBS Enhanced disclosure seen	Yes / No / Not Applicable
Barred List check (L99)	Yes (paid by applicant) / No / Not applicable
Identity confirmed	Yes / No (Please attach a copy of ID documents)
Safeguarding information given	
Name of person undertaking checks	
Date	

NB individuals without an enhanced DBS must be accompanied by a member of staff, and must not be left unsupervised with students.

APPENDIX 3: SAFEGUARDING CHILDREN AND CHILD PROTECTION

Guidance for Visitors, Volunteers, Agency Staff and Contractors

Tudor Park Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all members of the school community including staff, parents, governors, contractors, visitors and volunteers to share this commitment.

This guidance contains important information about child protection and the procedures that must be observed by all adults working with and around children and young people at Tudor Park Education Trust, and reflects the DFE guidance 'Working Together to Safeguard Children' (2015) and 'Keeping Children Safe in Education' (2020).

Please see below the designated safeguarding staff at Tudor Park Education Trust:

<p>The Designated Safeguarding Lead (DDSL) at Springwest is: Haley Yearwood The Designated Safeguarding Lead (DDSL) at Logic Studio School is: John Cadogan</p>

What to do if you are concerned

If you have any concerns about the welfare of any child at this school or feel that something may be troubling them, you should share this information immediately with the DSL or a DDSL. You may feel that you are reporting small matters but we would rather that you tell us things which turn out to be small than miss a worrying situation. Some cases have shown that small, unconfirmed worries are in fact the tip of the iceberg, and where information is placed alongside that of other school colleagues it can add up to a serious cause for concern. It is vital, therefore, that even vague worries or concerns are passed on at the earliest stage to the DSL.

Child Protection Procedures

Everyone who works with children, especially those who have regular daily contact, has a duty to help protect children from abuse. Please be aware that a child may disclose abuse to you; they may do this directly by telling you what happened or indirectly by telling friends, or by asking for advice about a situation, say involving another person. In school you may particularly notice changes, for example in the child's presentation, behaviour, friendships, application to study or behaviour changes with adults within the setting, including staff and parents/carers.

We ask that you report anything which may worry you immediately to the DSL.

The Safeguarding & Child Protection Policy is available on the school's website.