

Applicants guide to pre-employment checks



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Introduction

Community Academies Trust pre-employment checks are in place to ensure the standards of 'Keeping Children Safe in Education' and Safer recruitment principals are upheld when recruiting employees into our trust.

When pre-employment checks are carried out it gives the trust the ability to assess the information gathered and ensure it is accurate and meets the expected standards, this aims to limit the risk to the public and children we serve and assess an applicant's suitability for the role.

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment and to undergo appropriate pre-employment checks. As a result of this all offers of employment in the trust are conditional and will be subject to the satisfactory completion of the following:

- Identification (ID) check
- Qualifications check (where required)
- Barred list check (where in regulated activity)
- Enhanced DBS check
- Right to work in the UK check
- Overseas check (where required)
- Two satisfactory references
- Occupational health check
- Exploration of gaps in employment
- Prohibition from Teaching (where required)
- Section 128 check (where required)

The trust reserves the right to withdraw an offer of employment at any stage if the criteria relating to the conditional offer is not satisfactorily met. You will be informed of the decision to withdraw the offer of employment and the reason for doing so.

Identification check

Where successful you will be asked to supply ID documentation, this will serve to verify you are who you claim to be and it will support some of the other pre-employment checks such as the Enhanced DBS check, Barred List check (where required) and the Right to work in the UK check.

Where you have had a name change you may be asked to evidence the name change through an appropriate ID document.

You will also be given a guidance document which will provide you with information of the routes to ID checking.

Qualification's check

You will be asked to supply evidence (awarding body certificate) of the essential qualifications for the role, these will appear in the job description & person specification for the role.

Where professional registrations are an essential part of the role these will also require evidence.

The Teaching Regulation Agency (TRA) employer access service can be used to verify the award of qualified teacher status (QTS) and the completion of teacher induction and probation.

If you are unable to show evidence of your qualification this should be discussed with the recruiting manager. You may need to give consideration to getting copies of your qualification certificate in order to fulfil the pre-employment check requirements. In some circumstances where a solution cannot be identified this could lead to the conditional offer being withdrawn.

Barred list check

Where the role is defined as being in regulated activity a childrens' barred list check will be carried out, in most cases this will be carried out at the same time as the Enhanced DBS check and the result of the barred list check will be verified on the DBS certificate.

In some circumstances, the childrens' barred list check can be carried out separately to the Enhanced DBS check, if this needs to be done school will have a discussion with you and share the outcome of the check once it has been carried out.

The definitions of regulated activity and the requirements for the check can be found in section 3 of [Keeping Children Safe in Education](#).

If the barred list check reveals you are barred from working with children this will lead to the conditional offer of employment being withdrawn and a referral being made to the DBS to share you as a barred individual have sought to gain employment working with children.

Enhanced DBS check

Where the role is defined as having regular contact with children there will be a requirement for an Enhanced DBS check, you will be provided with guidance and the link to apply for the Enhanced DBS check.

The Enhanced DBS check can only be countersigned once the ID check has been carried out. You will be the only person to receive a copy of the certificate, once the certificate is received you should take the original into school so the certificate can be verified by the recruiting manager.

The process of obtaining a DBS disclosure certificate can take between 1 day and 6 weeks, in some circumstances this can be longer. There may be exceptional circumstances where you may start work prior to the outcome of the DBS disclosure is known however this will be risk assessed and there are mandatory requirements for a children's barred list check and central HR sign off.

If there is a disclosure of information on the certificate then an appropriate manager will risk assess the information and will share the outcome of the process with you. The risk assessment could identify specific measures if you are suitable to be employed such as additional training however in some circumstances the risk assessment could identify that the information shared means you are unsuitable and the offer of employment will be withdrawn.

Right to work in the UK check

All successful applicants will be required to evidence their right to work in the UK, this can be carried out as a manual or online check dependent on the way you are evidencing your right to work in the UK.

If a manual check is being performed you will be requested to show original ID evidence which will be verified, copied, signed off and retained on your file.

You can find more information about the evidence you can use to demonstrate your right to work in the UK as a manual check from <https://www.gov.uk/government/publications/right-to-work-checklist>

If an online check is being performed you will need to provide the trust with a share code from the .gov portal which is required for the online check to be performed, confirmation of the check will be downloaded and then retained on your file.

Any concerns with the right to work in the UK check should be discussed with the recruiting manager. Where you cannot demonstrate your right to work in the UK the offer of employment may be withdrawn.

Overseas check

Applicants who have lived and/or worked outside of the UK for more than 3 months should share this with the recruiting manager, the trust may be required to carry out additional checks for the time you had been living and/or working outside of the UK.

If this is the case the recruiting manager will share with you the additional checks they are required to carry out, this can include asking you to seek a certificate of good standing from the countries you have lived and/or worked in.

Two satisfactory references

References are a commonly used pre-employment check across many sectors, reference requests will seek to obtain factual information to support making appointment decisions. In many cases in the trust references

will be sought prior to interview, this allows any concerns raised in the reference to be explored further with you at interview.

You will be asked to provide two referees with one of which being your most recent employer. Any references supplied directly from you or open references will not be accepted.

If you have previously worked with children there will need to be a referee supplied by that employer.

References will be verified to ensure they have come from a senior person with appropriate authority to complete the reference. The email address will also be verified to ensure it is a legitimate source, personal email addresses will not be accepted.

If you are not currently employed it will be expected that a referee from the most recent employer (prior to the period of unemployment) will be supplied. If you have never been employed you can seek support from the recruiting manager to identify appropriate referees.

Character references may be accepted in exceptional circumstances and where an employment reference cannot be supplied, character references cannot be supplied by a family member or a friend, a character reference must be someone who knows you and they hold a position of responsibility for example a religious leader or accountant. If you are coming straight from education your most recent tutor will be the preferred referee.

The trust may follow up on the information supplied as part of a reference where the information is insufficient or vague. Where required the trust may request additional referees to support an appointment decision. The information shared from referees will be compared to the information shared by you on your application form.

Any significant concerns with the content of the references will be discussed with you and could lead to the conditional offer of employment being withdrawn.

Occupational health - Pre-employment assessment

The occupational health - pre-employment assessment assesses your health to ensure you are 'fit' to take up the role, this check will be carried out by any independent occupational health provider and will review your ability to carry out the expectations of the role.

The occupational health - pre-employment assessment will be carried out by an occupational health professional, they will review the expectations of the role and any information about your health and will report on the outcome of their assessment. The outcome of the assessment will be shared in a clearance confirmation which will share if you are 'fit' to carry out the role or not.

If an occupational health professional makes the decision you are 'unfit' for the role this will be shared with you and the offer of employment may be withdrawn.

Exploration of gaps in employment

Application forms will be scrutinised for gaps in historic employment, you will be required to account for the gaps in your historic employment at interview. Once a conditional offer has been made the explanation will be required in writing and stored on your file. School may choose to follow this up by seeking additional references to cover the duration of the gap in employment.

Prohibition from Teaching

Teacher prohibitions are an order from the Secretary of State prohibiting an individual from carrying out teaching work.

Applicants applying for a teaching position or a role which involves teaching work will have this prohibition checked on the Teacher Regulations Agency employer service portal.

If you have a prohibition in place, if the role you have been offered involves teaching, you will be informed of the outcome and the offer of employment will be withdrawn.

Section 128 check

Section 128 directions prohibit or restricts individuals from having involvement in the management of an independent school including academies.

Applicants applying for a position in the trust which has leadership/ management responsibilities will have this prohibition checked on the Teacher Regulations Agency employer service portal. This includes support staff roles with leadership/ management responsibilities.

If you have a section 128 direction in place, if the role you have been offered involves leadership/ management responsibilities, you will be informed of the outcome and the offer of employment will be withdrawn.

Online Check

Keeping Children Safe in Education outlines the requirement for an online check to be carried out on all shortlisted applicants, this check will be carried out prior to the interview and any findings will be fed back to the interview panel to enable them to explore the findings at interview.

All employees of the trust are accountable for ensuring they have an appropriate online presence which is outlined in all our trust school's code of conduct.

If you have any query around the pre-employment checks which will be carried out once a conditional offer has been received, please contact the recruiting manager who will be able to outline the pre-employment checks specific to the post.