

Recruitment and Selection Policy

Document Owner	HR
Last updated	September 2025
Version number	3
Review date	September 2026

Contents

1. Definitions	3
2. Application of this Policy	3
3. Relationship with DEMAT Values	4
4. Associated Policies and Documents	4
5. Version control	5
6. Purpose and Scope	5
7. Policy Statement	6
8. Vacancy Arises	6
9. Job Description and Person Specification	7
10. Advertising	7
11. Application Forms	8
12. Appointment Panels	8
13. Shortlisting	8
14. Online Searches	9
15. References	9
16. Invite to Interview	10
17. Interviews	11
18. Conditional Offer of Employment	12
19. Unsuccessful candidates	12
20. Dealing with Convictions or Information of Concern	13
21. Start of Employment and Induction	13
22. Retention of Records	14
23. Transfers between Academies in our Trust	14
24. Recruitment of Staff from Supply Agencies	14
25. Recruitment of Volunteers	15
26. Single Central Record	15
27. Genuine Occupational Requirement	16
28. Positive Action	16
Appendices	
A. Right to Work in the UK Guidance	18
B. DBS Process	19
C. Recruitment Request Form	24
D. Recruitment Process Checklist	25

1. Definitions

- 1.1 **Trust** means the Diocese of Ely Multi-Academy Trust
- 1.2 **DEMAT** means the Diocese of Ely Multi-Academy Trust.
- 1.3 **Academy** means a constituent academy of DEMAT.
- 1.4 **Central Team** means Staff who are not employed within an academy.
- 1.5 **Central Leadership Team** means any Director or Head of a Function in the Central Team.
- 1.6 **Senior Manager** means a Senior manager within the academy or a Hub Director or Senior Manager within the Central Team.
- 1.7 **Headteacher** means Leader of an academy, in any academy that has an Executive Headteacher, it means Executive Headteacher.
- 1.8 **Line Manager** means any member of staff with management responsibility including headteachers.
- 1.9 **Non-Teaching Staff** means any employee not employed in a teaching role within an academy.
- 1.10 **Staff** means any person employed by DEMAT, temporarily or permanently.
- 1.11 **Employee** means any person employed by DEMAT, temporarily or permanently.

2. Application of this Policy

- 2.1 The policy is applicable to all employees of DEMAT including casual workers and volunteers.
- 2.2 The above definitions are included for reference purposes for both academy and central team staff to enable clarity and transparency when applying this policy.

3. Relationship with DEMAT Values

- 3.1 The application of this policy must be applied at all times in a way that reflects the values of DEMAT and our Christian Ethos:

Love – We engender love and tolerance between and for our staff, pupils and others to foster an inspiring atmosphere of mutual support.

Community – We are committed to ensuring our schools are a living part of the community and contribute positively to its needs.

Respect – We do everything to provide a caring, safe and secure place for our staff and pupils to be happy and respected in our schools so they may achieve their potential.

Trust – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brave decisions and then learn from any mistakes.

Ambition – We are determined that our schools offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives.

- 3.2 This is further defined in the four key strands of DEMAT, all of which are underpinned by our Christian distinctiveness,

Children are at the heart of all we do

Keep close to the work

Maintaining a legacy, creating new traditions

Aspirational, yet sustainable

4. Associated Policies and Documents

- 4.1 This policy should be read in conjunction with Keeping Children Safe in Education (KCSIE) and the following DEMAT Policies/Procedures:

- Safeguarding and Child Protection Policy
- Equality and Diversity Policy
- Data Protection Policy
- Privacy Notice for Staff
- Privacy Notice for Applicants to Staff or Voluntary Roles
- Volunteer Policy

4.2 The following guidance/documentation can be found in the appendices:

- Right to Work in the UK Guidance
- DBS Process
- Recruitment request form
- Recruitment checklist

5. Version control

Policy type	DEMAT Trust Policy
Author Reviewed by	Shelley Cook Helen Rothwell, Director of HR Minor amendments in line with legislation September 2025
Release date	October 2025
Review	ANNUAL Policies will be reviewed in line with DEMAT's internal policy schedule and/or updated when new legislation comes into force.
Description of changes	The policy has been reviewed in line with legislation and best practice to provide clarity, greater consistency and support for staff. For further information regarding the specific changes please contact the HR Team at hrteam@demat.org.uk

6. Purpose and Scope

- 6.1 The purpose of this policy is to set out the minimum requirements of a recruitment process to ensure effective recruitment and onboarding of staff to our Trust.
- 6.2 DEMAT is committed to safeguarding and promoting the welfare of all pupils in its care, and safer recruitment of staff at every stage is vital to achieving this.
- 6.3 This policy ensures that each stage of the recruitment process is conducted in line with equal opportunities legislation.
- 6.4 The purpose of the policy is to highlight DEMAT's approach to recruiting for values alongside a passion to deliver high educational outcomes for our pupils in line with our Christian ethos.
- 6.5 The aims of this policy are to establish a robust and effective culture of safeguarding, attract the most suitable, high calibre candidates and identify and deter applicants who are otherwise unsuitable to working with pupils.

7. Policy Statement

- 7.1 This policy outlines the minimum requirements of the recruitment and selection process which aims to:
- 7.1.1 ensure compliance with all relevant legislation, statutory requirements and guidance including Keeping Children Safe in Education (KCSIE), the Prevent Duty Guidance for England and Wales 2016, Childcare Disqualification Regulations 2006 (updated 2018) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
 - 7.1.2 ensure the safeguarding and welfare of children and young people is paramount at each stage of the process.
 - 7.1.3 ensure the recruitment of all staff across the Trust is conducted in a fair and equitable and consistent manner.
 - 7.1.3 attract, select and retain the best possible applicants to vacancies within the Trust, those who share the DEMAT values and those who have the appropriate knowledge, skills, experience and attributes.
 - 7.1.5 ensure all relevant equal opportunities legislation is adhered to and that applicants and appointees are not discriminated against on the grounds of race, nationality, ethnic origin, religious or political belief, trade union membership, sex, religion or belief, age, disability, marriage and civil partnership, sexual orientation, socio-economic background, gender reassignment or pregnancy and maternity or any other inappropriate distinction.
- 7.2 DEMAT is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. By adopting fair and consistent recruitment practices, this will ensure the recruitment of an effective workforce that will add value to the Trust and its constituent schools.
- 7.3 DEMAT will comply with all the requirements of Keeping Children Safe in Education Part 3 with regard to all pre-employment checks.
- 7.4 DEMAT will ensure compliance with the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the Data Protection Act and provides more responsibility and accountability for fair and transparent processing.

8 Vacancy Arises

- 8.1 Before preparing to fill a post, the Manager should consider if the post is required or needed in its current form and decide which type of contract is appropriate for the academy or department.

- 8.2 The Headteacher or Line Manager must ensure that the budget can sustain the cost of the post being recruited to, through budget planning for the next three years or for the duration of the proposed role if it is shortened in duration.
- 8.3 Formal authorisation must be obtained prior to commencing the recruitment process via a recruitment request form which is sent to the academy's Finance Assistant and HR Advisor.
- 8.4 All job advertisements will require a job description and person specification. These may be obtained from the central recruitment team.
- 8.5 Consider who will be involved in the recruitment process. It is a requirement that a minimum of one member of staff involved in the recruitment process is safer recruitment trained.
- 8.6 Draw up a clear and realistic timeline for selection and interviewing.

9 Job Description and Person Specification

- 9.1 The Recruiting Manager should ensure there is clarity on the content of the job and the attributes the job holder needs to undertake it. The job description and person specification are therefore an essential part of the preparation for recruitment.
- 9.2 The job description should clearly state:
 - The main duties and responsibilities
 - The individual's responsibilities for promoting and safeguarding the welfare of children and young persons that they are responsible for or come into contact with.
- 9.3 The person specification should clearly state:
 - The qualifications and experience required for the role.
 - The skills and attributes required for the role.
- 9.4 If there is not a role within the DEMAT job families structure that accurately reflects the role that needs to be advertised, then the Manager should first refer to their HR Advisor in order to have the new role evaluated against the Trust evaluation scheme. The role should not be advertised until this step has been undertaken.
- 9.5 Basic job descriptions and person specifications are available for Teaching and Support staff roles however schools are able to adapt and add to these to suit the requirements of the academy and/or position.

10 Advertising

- 10.1 All vacancies will as a minimum be advertised internally and, in some circumstances, before an external advert is placed. This will help maximise equality of opportunity and provide staff with opportunities for career development, maintaining the skills and expertise of existing staff. There may not therefore always be a requirement to advertise the post externally.

- 10.2 The advert will include the Trust's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken.

11 Application Forms

- 11.1 All applicants who wish to be considered for interview will be required to complete an application form containing questions about their right to work in the UK, employment history, reasons for any gaps in their employment history and their suitability for the role. Incomplete application forms will not be shortlisted, and CVs submitted without a completed application form will also not be accepted.
- 11.2 Our full application form on My New Term contains a section for monitoring equal opportunities. Recruitment monitoring is central to the effective implementation of the equal opportunities action plans and ensuring that discriminatory practices are not occurring. Monitoring should include the specific requirements under the Equality Act. The monitoring equal opportunities section of the application must be separated from the application form before shortlisting.
- 11.3 The application form will include the applicant's declaration regarding convictions and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is unlawful for the Trust to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position. All applicants are made aware that providing false information is an offence and could result in the application being rejected, summary dismissal (if the applicant has already been selected), and referral to the police and/or the DBS.

12 Appointment Panels

- 12.1 Appointment panels should be identified at the earliest opportunity and will comprise of a minimum of two people and must be in line with the current Scheme of Delegation. At least one member on the panel must have undertaken Safer Recruitment Training. In addition, at least one member must have undertaken our DEMAT Recruitment and/or Equality and Diversity training.

13 Shortlisting

- 13.1 All returned application forms will be scrutinised by the shortlisting panel. The panel should consist of a minimum of two members of the selection panel, one of whom must have completed safer recruitment training.
- 13.2 The recruiting manager has responsibility to make sure:
- 13.2.1 All candidates are shortlisted only against agreed criteria from the person specification and job description, using the shortlisting matrix for the role. Each member of the shortlisting panel will record their own scores for each applicant and

then come together to share and compare scores and agree a shortlist of successful candidates for interview.

- 13.2.2 Consideration is given to any inconsistencies and any gaps in employment and the reasons given for them.
- 13.2.3 A record of the shortlisting process is made using the job specific shortlisting matrix found in the HR Hub.
- 13.2.4 The final selection can be justified.
- 13.2.5 Applicants are advised promptly that they have been shortlisted by inviting to interview.
- 13.2.6 Unsuccessful applicants should also be notified via my new term and where appropriate directed to our talent pool.

14 Online Searches

- 14.1 As per Keeping Children Safe in Education, applicants will be informed via My New Term that we will carry out an online search of shortlisted candidates in order to identify any publicly available information that may indicate an issue or concern that needs to be followed up during interview.

15 References

- 15.1 The selection panel will take up at least two references on each shortlisted candidate. One must be from the candidate's current employer. This will allow for any concerns raised to be explored further with the referee and taken up with the candidate at interview.

15.1.1 If a candidate for a post working with children is not currently employed as working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and reasons for leaving.

15.1.2 If an individual is new to employment, or there is a significant break in employment, references can be accepted from a professional who knows the individual.

15.1.3 References will always be sought and obtained directly from the referee. They must originate from a legitimate source.

- 15.2 Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate.
- Details of the applicant's current/most recent post and salary.
- Performance history and conduct.
- Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired.
- Details of any substantiated allegations or concerns relation to the safeguarding, safety and welfare of children.

- Whether the referee has any reservations regarding the candidate's suitability to work with children. If so, the academy/Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

15.2 References will only be shared with the appointment panel and strict confidentiality observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied for. The appointment panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified, and any discrepancies will be discussed with the candidate at interview.

16 Invite to Interview

16.1 An email or letter inviting applicants to interview should be sent as soon as possible after shortlisting, ensuring that all relevant information is included:

- 16.1.1 Interview arrangements, including the names and positions of the interview panel and an overview of any tasks they will be required to undertake.
- 16.1.2 For interviews that include a presentation from the candidate, confirmation of available resources e.g. laptop, screen etc, should be included in the invite.
- 16.1.3 Location, date & time of interview. Ensure candidates are clear if the interview is online or face to face.
- 16.1.4 A contact and telephone number.
- 16.1.5 Confirmation of arrival arrangements, such as parking and how to access the building or who to ask for in reception.
- 16.1.6 A request for details of any special requirements and/or adjustments that will enable candidates to participate fully in the selection process.
- 16.1.7 The requirement to bring any certificate of qualifications and/or specific documentation essential for the post.
- 16.1.8 The requirement to produce identification and if necessary, any documents relating to the applicants right to work in the UK.

17 Interviews

- 17.1 There will always be a face-to-face interview (which may include the use of video calling) with each candidate alongside a range of other activities and tasks designed to assess the applicant's ability to meet the requirements of the job description and person specification. The following will be adhered to:
 - 17.1.1 Reasonable adjustments will be made in pursuant of the Equality Act, where appropriate, to allow the candidate to participate fully in the process.
 - 17.1.2 All candidates will receive introductions from the panel and be given relevant information about the school/department and the role to enable the candidate to make further enquiries about the suitability of the advertised job.
 - 17.1.3 All candidates will be advised on the benefits of working for DEMAT and be given the opportunity to ask questions about the role and academy/department.
 - 17.1.4 The same questions will be asked of each applicant. Questions relating to an individual's protected characteristic(s) should not be asked as this could be deemed discriminatory (directly or indirectly) under the Equality Act 2010.
- 17.2 The selection process for every post will include explorations of the candidate's understanding of child safeguarding issues.
- 17.3 A minimum of two members of staff will interview each applicant. These should include those involved in the shortlisting and should remain consistent for each candidate where possible. At least one member of the selection panel must have been safer recruitment trained.
- 17.5 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview and other selection tools will also explore the candidate's attitude towards children and young people, alignment to our values and their ability to support the academy's responsibilities for safeguarding and promoting the welfare of children.
- 17.6 The interview will also include a discussion of any convictions, cautions or pending prosecutions other than those protected, that the candidate has declared and are relevant to the prospective employment.
- 17.7 Each member of the selection panel will make their own notes throughout the interview process and independently score each question and/or activity on the Trust standard interview scoring matrix. Panel members will then come together, share and compare scores, and discuss their feedback in order to agree the final appointment.
- 17.8 All interviews and panel discussions must be recorded, and the recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to the notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

- 17.9 Care will be taken to consider and take account of all the available information about the candidates when making an appointment and, where appropriate, take account of whether the candidate has demonstrated the necessary skills and experience, whether their salary expectations are aligned to that of the post, and whether they will fit with the organisational culture. Final decisions will always be recorded in writing and will be made objectively and without prejudice.

18 Conditional Offer of Employment

- 18.1 The conditional offer of employment by the selection panel and acceptance by the candidate are binding on both parties, subject to the following satisfactory checks;
- 18.1.1 Verification of right to work in the UK
 - 18.1.2 Verification of identity
 - 18.1.3 Qualification requirements
 - 18.1.4 Satisfactory DBS Enhanced Disclosure
 - 18.1.5 Prohibition and barred list checks (for teaching posts and on occasion, teaching assistant posts)
 - 18.1.6 Section 128 Check (if applicable)
 - 18.1.7 Pre-employment medical screening
 - 18.1.8 Satisfactory references
 - 18.1.9 A certificate of good conduct will be applicable if the candidate has lived or worked abroad.
- 18.2 We recommend that the successful candidate is informed verbally and in writing, of the offer and that the offer letter highlights the appointment being subject to the necessity to ensure the satisfactory completion of the above checks.
- 18.3 A statement of particulars (contract) will be sent as soon as possible after the offer letter, but no later than the first day of employment.

19 Unsuccessful candidates

- 19.1 Unsuccessful candidates will be advised no later than 3 working days after the successful applicant has accepted the post.
- 19.2 Where appropriate, unsuccessful candidates should be directed to our talent pool.
- 19.3 Unsuccessful candidate applications will be kept on file for 6 months, as per the Trust Record Management Policy.
- 19.4 Any complaints relating to the recruitment process and selection procedure from external candidates should be addressed through the Complaints Policy. Internal candidates should address issues through the Grievance Policy.

20 Dealing with Convictions or Information of Concern

- 20.1 We operate a formal procedure of a self-disclosure form and/or a DBS Certificate is returned with details of convictions or information of concern related to the person's suitability to work with children. Full consideration will be given to the Rehabilitation of Offenders Act 1974, DBS filtering rules and guidance, and to the individual circumstances related to the disclosure(s). This will include reference to:
- The nature, seriousness and relevance of the offence related to English law.
 - How long ago the offence occurred.
 - A one-off offence or a history of offences
 - Changes in circumstances
 - Decriminalisation
- 20.2 A formal meeting will take place face-to-face to establish the facts with the Headteacher or another designated senior person. A decision will be made regarding continuation of the person's offer of employment following this meeting, informed by an evaluation of the risk factors listed above, and taking into consideration relevant legislation and regulation, including Teachers' Standards and Teacher's misconduct guidance where applicable. This will be documented in writing via a formal risk assessment.
- 20.3 The formal risk assessment will then be required to be assessed and authorised by the Trust Safeguarding Lead and Director of HR.

21 Start of Employment and Induction

- 21.1 The pre-employment checks listed above must be completed before the employee starts work. All pre-employment and identification documents must be photocopied and stored on the employee's electronic file. These documents must be signed and dated by the member of staff who has viewed the documents.
- 21.2 Staff will only be able to commence work prior to the above checks being completed where authorisation has been provided by the Headteacher and Hub Director. In addition to this a risk assessment must be undertaken. Staff will not be permitted to work with children without supervision and a separate barred list check must be completed whilst the employment checks are being undertaken.
- 21.3 Exceptions will never be made in the case of the Barred List and Teacher Prohibition (for teaching posts) checks as those must be conducted before an individual starts in a post.
- 21.4 All new Trust employees will be provided with an induction programme which will cover all relevant matters of School/ department and Trust policy, in particular safeguarding and promoting the welfare of children.

22 Retention of Records

- 22.1 We are legally required to undertake the above pre-employment checks. All relevant information provided as part of the application and onboarding process, including copies of documents gathered to meet safer recruitment requirements will be retained on the employee's electronic file and recorded on the academy Single Central Register. Where documents are received electronically, the email to which the document was attached will also be retained, in order to evidence both the date of receipt and its authenticity.
- 22.2 Recruitment documentation will be retained for the duration of the successful applicant's employment. For unsuccessful applicants, documentation will be retained in line with the Trust's Record Management Policy. All documents and files are kept in the academy office in a secure cabinet or, if digitally stored, in secure folders.

23 Transfers between Academies in our Trust

- 23.1 Employees may transfer to another academy within the Trust as a result of redeployment, secondment or where they have applied for a position in another academy.
- 23.2 In the case of redeployment or an employee moving to a new role following successful appointment via a recruitment process, we will request a letter of confirmation from the previous academy stating the outcome of all safer recruitment checks, and confirmation of any concerns relating to the employee's conduct and behaviour. We will require the school the employee is transferring to, to seek updated references and complete a new DBS check.
- 23.3 In the case of secondment, we will request a letter of confirmation from the previous academy stating the outcome of all safer recruitment checks and confirmation of any concerns relating to the employee's conduct and behaviour. We will also require the school the employee is seconding to, to complete a new DBS check.

24 Recruitment of Staff from Supply Agencies

- 24.1 Where an agency member of staff is being recruited to an employed role at one of our academies or at the Trust we will treat them as a new employee and seek all relevant pre-employment checks for the role they are going to be employed for, as per the details in the section above entitled '*Conditional Offer of Employment*'. As previously stated, our policy is to request a new enhanced DBS check for any new employee to the Trust, including a Barred List Check which will also apply in this situation.

25 Recruitment of Volunteers

- 25.1 Where an academy or the Trust is looking to recruit a volunteer, we will treat them as a new employee, with a requirement for an application form to be completed alongside all relevant pre-employment checks appropriate for the role they are volunteering for, as per the Volunteer Policy.

26 Single Central Record

- 26.1 We maintain a single central record of recruitment and vetting checks, in accordance with statutory requirements and those stated by the Education (Independent School Standards) Regulations 2013. The single central record will, as a minimum, contain details of the following:

- 26.1.1 For all employees who are employed to work at the academy, including teacher trainees on salaried routes:

- Date of identity check
- Date of enhanced DBS check/certificate
- Date of Barred List Check
- Date of check to establish the person's right to work in the United Kingdom
- Dates of receipt of satisfactory references
- Date and outcome of prohibition from teaching check (if required)
- Date(s) of further checks on people who have lived or worked outside the UK, including recording checks for teacher sanctions and restrictions from other countries
- Date of receipt of professional qualifications (if required).

- 26.1.2 For all individuals who are employed as supply staff through an agency:

- 26.1.2.1 Date of receipt of written confirmation that all relevant checks have been carried out and are satisfactory, including receipt of Enhanced DBS with Barred List (where the role amounts to regulated activity)
- 26.1.2.2 Date when the individual's DBS certificate has been seen by the academy.
- 26.1.2.3 Whether the DBS certificate contained any disclosures

- 26.1.3 For all individuals serving as members or Trustees for DEMAT

- 26.1.3.1 Date of identity check
- 26.1.3.2 Date of enhanced DBS check/certificate
- 26.1.3.3 Date and outcome of section 128 check (if required)

- 26.2 In addition, we maintain our single central record details of safer recruitment checks for all employees related to online searches, mental and physical health check and Childcare Disqualification, as required. We record details of checks undertaken with respect to volunteers.

- 26.3 The Headteacher is responsible for ensuring compliance of their single central record. The Safeguarding Governor and/or Chair of Governors are responsible for monitoring the Headteacher's oversight of the single central record and for regularly reporting the outcome of such monitoring to the governing body. This activity will be supported by the Trust HR and safeguarding teams. In the case of those sections of the single central record managed centrally, i.e. DEMAT central team and trustees, the responsibility for ensuring compliance is delegated to the Director of HR and the Safeguarding Lead.

27 Genuine Occupational Requirement

- 27.1 In some circumstances, the Trust may wish to recruit a person or group with a particular protected characteristic, for example a male or female employee where that is relevant to the requirements of the job role. Such situations are lawful if we demonstrate that there is a genuine occupational requirement with regard to the nature or context of the work i.e.
- a) it is an occupational requirement;
 - b) the application of the requirement is a proportionate means of achieving a legitimate aim, and;
 - c) the employee does not meet the requirement.

The advertisement for such a role should specify the exemption that applies.

28 Positive Action

- 28.1 In some circumstances the Trust may use protected characteristics to help a disadvantaged or an underrepresented group.
- 28.2 Positive action provisions in the Equality Act 2010 mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the Trust reasonably thinks:
- the candidate has a protected characteristic that is underrepresented in the workforce.
 - that people with that characteristic suffer a disadvantage connected to that characteristic.
- 28.3 However, positive action does not allow us to appoint a less suitable candidate just because that candidate has a protected characteristic that is underrepresented or disadvantaged.

Appendices

Appendix A

Right to Work in the UK Guidance

You must conduct a right to work check **before** someone commences work.

You must make a **clear copy** of each document in a format which cannot manually be altered and retain the copy securely: electronically in their personnel file. You must also retain a secure record of the date on which you made the check.

Please do this by completing the Right to Work Form
[Right to work checklist](#)

You must copy and retain copies of: -

- 1. Passports:** any page with the document expiry date, the holder's nationality, date of birth, signature, immigration permission, expiry date, biometric details, photograph. The front cover no longer needs to be copied.
For non-UK nationals (excluding Ireland); copy any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question.
- All non-UK Nationals (excluding Ireland): -**
2. Enter the 'share code' provided to you by using the Home Office online Right to Work Check from the Gov.uk website '[Check a job applicant's right to work: use their share code](#)' **before they commence work** Those who apply for immigration status are now issued with an eVisa and are no longer issued physical immigration documents as proof of their immigration permission in the UK. Individuals with an eVisa are only able to use the Home Office online service to evidence their right to work. You must download a copy of the online check to retain as evidence on the individual's electronic personnel file, making a note of the date the check was completed.

Where a right to work check has been conducted using the online right to work checking service, the information is provided in real-time directly from the Home Office systems and there is no requirement to check any other of the documentation.

Please note Biometric Residence Cards can no longer be accepted as evidence of an individual's right to work in the UK.

It is extremely important that you make a note and recheck the right to work of those individuals who have time-limited permission to work in the UK. This should occur when their previous permission comes to an end.

[EU/EEA Nationals](#)

EEA citizens and their family members are required to have immigration status in the UK. They can no longer rely on an EEA passport or national identity card to prove their right to work as this only

confirms their nationality. They are required to provide evidence of lawful immigration status in the UK, in the same way as other foreign nationals.

- **After 1 January 2021** EU/EEA nationals require a Visa like other nationalities.
- **Prior to 1 January 2021** if EU/EEA nationals were resident in the UK, they should have applied to the free EU Settlement Scheme, confirmation of this immigration status is available from via the Home Office online Share Code system. Please ensure you have downloaded this confirmation onto the staff's personnel e-file.

Further information regarding Right to Work checks is available on the Government website here: - [Right to work checks: an employer's guide - GOV.UK](#)

If you require any assistance on a right to work check before employing a new staff member, please contact hrteam@demat.org.uk

Please notify the HR team at hrteam@demat.org.uk of all non-UK staff you employ so we can a keep a record of this centrally.

Appendix B

DBS Process

An employer may request a criminal record check as part of its recruitment process. These checks are processed by the Disclosure and Barring Service (DBS).

For certain roles, the check will also include information held on the DBS children and adults' barred lists, together with any information held by police forces, that is reasonably considered to be relevant to the applied-for post.

These checks are to assist employers in making safer recruitment and licensing decisions. However, a check is just one part of robust recruitment practice. When a check has been processed by the DBS and completed, the applicant will receive a DBS certificate (DBS check).

The DBS can't access criminal records held overseas. A DBS check may not provide a complete view of an applicant's criminal record if they have lived outside the UK.

ID validation for DBS checks

When an individual applies for a DBS check, their identity must be verified by the registered body. Registered bodies must follow the DBS 3-route identity checking process to validate the name, date of birth and address provided by the applicant in sections A and B of the application form.

[ID checking guidelines for Standard/Enhanced DBS check applications from 22 April 2025 - GOV.UK](#)

Types of check

There are 3 types of check you can carry out as an organisation:

- a standard check shows spent and unspent convictions, cautions, reprimands, and final warnings
- an enhanced check shows the same as a standard check plus any information held by local police that is considered relevant to the role
- an enhanced check with barred lists shows the same as an enhanced check plus whether the applicant is on the list of people barred from carrying out the role

When to repeat a check

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. . If the applicant has signed up for the DBS update service, you can check whether their certificate is up to date online.

Guidance: ID-checking guidelines for DBS check applications

Introduction

The applicant must provide a range of ID documents as part of the DBS check application process. As an employer you must:

- follow the 3-route ID checking process as outlined
- check and validate the information provided by the applicant on the application form
- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance
- make sure the applicant provides details of all names by which they have been known
- make sure the applicant provides details of all addresses where they have lived in the last five years
- check that the application form is fully completed and the information it contains is accurate

Failing to do this can result in delays. If there are any discrepancies in the information provided by the applicant and/or the identity documents supplied, and fraud is not suspected, please ask the applicant to clarify. If you don't do this, it may compromise the integrity of the DBS service and introduce risk to your recruitment or licensing arrangements.

As an employer you must not attempt to amend the application form without the applicant's knowledge and agreement. Doing this will invalidate the declaration by the applicant and may breach data protection legislation.

What you must do as part of the ID checking process

- you must only accept valid, current, and original documentation
- you must not accept photocopies
- you must not accept documentation printed from the internet, eg internet bank statements
- identity information for the applicant's name, date of birth and address recorded in section A and section B on the DBS application form must be validated
- you should in the first instance seek documents with photographic identity (eg passport, new style driving licence, etc) and for this to be compared against the applicant's likeness
- all documents must be in the applicant's current name as recorded in section A
- one document must confirm the applicant's date of birth as recorded in section A
- you must ensure that the applicant declares all previous name changes and provides documentary proof to support the change of name. If the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why, before considering validating their identity
- you must see at least one document to confirm the applicant's current address as recorded in section B, in accordance with the guidance

- the applicant must provide a full and continuous address history covering the last five years. Where possible you should seek documentation to confirm this address history you should crossmatch the applicant's address history with any other information you have been provided with as part of the recruitment process, such as their Curriculum Vitae (CV). This can highlight if an address has not been given, e.g., if the applicant's CV shows that they have worked in Liverpool in the last five years, but the application form only shows London addresses, you may wish to question the applicant further about this
- a document from each of the groups should be included only once in the document count, e.g. don't accept two bank statements as two of the required documents if they are from the same bank
- you should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

It's important to note that a DBS check does not provide evidence of a person's right to work in the UK. You must do a separate check to make sure a job applicant is allowed to work in the UK, which also includes roles for voluntary work.

Three routes of ID checking

Route 1

The applicant must be able to show:

- one document from Group 1 below
- 2 further documents from either Group 1, or Group 2a or 2b below

The combination of documents presented must confirm the applicant's name and date of birth.

Route 2

Route 2 can only be used if it's impossible to process the application through Route 1.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it is impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands) and
- one document from Group 2a and
- 3 further documents from Group 2a or 2b
-
- The combination of documents presented must confirm the applicant's name and date of birth.
- If the applicant cannot provide these documents, they may need to be fingerprinted.

Group 1: Primary identity documents. Document Notes:

- Passport: any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
- e-Visa– Accessed via the 'View and Prove' service
- Biometric residence permit UK
- Application Registration Card (ARC)
- Current and valid driving licence photocard (full or provisional – front and back): UK, Isle of Man, Channel Islands and EEA.
- Birth certificate, issued within 12 months of birth: UK, Isle of Man and Channel Islands, including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
- Adoption certificate: UK and Channel Islands

Group 2a: Trusted government documents. Document Notes:

- Current and valid driving licence photocard (full or provisional): all countries outside the UK (excluding Isle of Man and Channel Islands)
- Current and valid driving licence (full or provisional) - paper version (if issued before March 2000): UK, Isle of Man, Channel Islands and EEA All information, including name and address, must be up to date
- Birth certificate, issued after time of birth: UK, Isle of Man and Channel Islands
- Marriage/civil partnership certificate: UK and Channel Islands
- Immigration document, visa, or work permit: issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
- HM Forces ID card UK
- Firearms licence: UK, Channel Islands, and Isle of Man

Group 2b: Financial and social history documents.

- Mortgage statement, UK, issued in last 12 months
- Bank or building society statement, UK and Channel Islands issued in last 3 months
- Bank or building society statement, countries outside the UK issued in last 3 months. Branch must be in the country where the applicant lives and works
- Bank or building society account opening, UK: issued in last 3 months
- Credit card statement, UK: issued in last 3 months
- Financial statement, e.g., pension or endowment, UK: issued in last 12 months

- P45 or P60 statement, UK and Channel Islands: issued in last 12 months
- Council Tax statement, UK and Channel Islands: issued in last 12 months
- Letter of sponsorship from future employment provider valid only for applicants residing outside of the UK at time of application: must still be valid
- Utility bill, UK (not mobile telephone bill – cannot be printed from an online account): issued in last 3 months
- Benefit statement, e.g., Child Benefit, Pension, UK: issued in last 3 months
- Central or local government, government agency, or local council document giving entitlement, e.g., from the Department for Work and Pensions, the Employment Service, HMRC, UK and Channel Islands: issued in last 12 months European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC), UK: must still be valid
- EEA National ID card: must still be valid
- Irish Passport Card (cannot be used with an Irish passport): must still be valid
- Cards carrying the PASS accreditation logo, UK, Isle of Man and Channel Islands: must still be valid
- Letter from head teacher or college principal or apprenticeship provider UK (for 16- to 19-year-olds in full-time education or on an apprenticeship), only used in exceptional circumstances if other documents cannot be provided: issued in the last month

Once the checks are completed, the DBS will send a certificate to the applicant. The applicant must show the original DBS certificate to their potential employer before they commence work.

Convictions and Cautions

If a person is subject to any disqualification under the 2006 act and the 2018 regulations it would be included within the DBS check and if relevant it would also be contained within the barred list check

Relevant offences and orders

Under the legislation a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a 'relevant offence') this includes:

- being convicted of a relevant offence
- on or after 6 April 2007, being given a caution for a relevant offence
- on or after 8 April 2013, being given a youth caution for a relevant offence

A list of **relevant offences** (commonly referred to as 'autobar' offences) can be found at [Disqualification under the Childcare Act 2006 - statutory guidance Appendices \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/281111/disqualification-under-the-childcare-act-2006-statutory-guidance-appendices.pdf)

If an individual's certificate contains information in relation to a previous conviction or caution, please contact the HR team, who in turn will clarify whether the caution constitutes an offence which would fall under the Child Care Disqualification Act and identify whether further action needs to be taken, regarding an individual's employment.

Appendix C

Recruitment Request Form	
Date Submitted	
School Name	
Job Title	
Hours per Week	
Weeks per Year	
Working pattern:	
Salary Point	
Contract Type	
Additional information for advert	
Rationale for Request	
Is this a like for like replacement?	Yes / No
Is this role replacing someone on maternity or absence leave?	Yes/No (if yes, please provide details)
Name of member of staff resigning	
Is this a new role?	Yes or No
Headteacher signature	
Finance Advisor to complete costings sheet	Date completed:
Once all completed Finance Advisor to save form in appropriate school folder and input request into Recruitment Request Tracker.	

Appendix D

Recruitment Process Checklist

All linked documents available in the shared HR Hub folder

Identifying the vacancy and advertising

	Action	Link form/guidance document	Responsibility
1	Headteacher to complete recruitment request form and email to Office Administrator, Finance Assistant, copying recruitment@demat.org.uk and their HR Advisor. <i>Finance and HR meet every Tuesday and Thursday to discuss outstanding recruitment requests.</i>	Recruitment Request Form TEMPLATE - Please make a copy.xlsx	Headteacher
2	Office Administrator to upload to My New Term using the advert templates. Advert to go live once approved by finance.		Office Administrator

Shortlisting and Interviewing

Save all related recruitment documentation to the Recruitment folder in your Sharepoint/e-files – create separate files under Recruitment/25-26 for each vacancy – e.g. Teaching Assistant September 2025

1	Download Part 1 of the candidate application forms (Information for Shortlisting & Interviewing). Shortlist candidates using the shortlisting templates in the HR Hub. Each member of the interview panel should carry out the shortlisting independently and meet to discuss who to invite to interview.		Headteacher / HR Advisor
2	Identify the requirements for the interview process (lesson observation, written task etc) Establish timeline for recruitment		Headteacher / HR Advisor
3	Update candidate status through My New Term for those being invited to interview and for those who have been unsuccessful. Candidates invited to interview should be provided with the criminal convictions declaration, invitation to interview letter and right to work checklist via My New Term.	Invitation to Interview Letter please make a copy.docx	Office Administrator

4	Complete an online search on all shortlisted candidates.	Online Search Guidance.docx	Office Administrator
5	Compile interview packs including agreed interview questions for all candidates. Templates can be found in the HR Hub (Toolkit Documents)		Office Administrator
6	If the candidate has given permission, seek references prior to interview stage via My New Term and these should be included within the interview pack and used when making any final decisions.		Office Administrator
7	References should be checked against information on the application and any discrepancies such as inconsistent dates, reluctance to employ etc should be noted and addressed with the candidate. One reference must be from the current employer. Check that the reference email corresponds with the correct school/trust. If there are any concerns regarding the references, contact should be made with the referee.		Headteacher / Office Administrator

Offer of employment

1	Offer an appointment made subject to satisfactory completion of the mandatory pre-appointment checks and probationary period where applicable.		Headteacher
2	Update candidate status through My New Term regarding the outcome of the interview process -Save Job advert, job description and interviewers notes in new starter e-file.		Office Administrator
3	Prepare and send offer letter including the contract type, hours and weeks and FTE salary. This information can be found on the original My New Term advert. Send the letter alongside the appropriate starter forms:	PLEASE MAKE A COPY - Offer Letter (Support Staff).docx	Office Administrator

	• Bank form • HMRC new starter checklist • Emergency contact details Save all completed documents to new starter e-file. The offer letter should be saved in the 'contracts' sub folder in the efile. All other documents to be saved in 'pre-employment'	PLEASE MAKE A COPY - Offer Letter (Teaching Staff).docx New Starter - Bank Detials Confirmation.pdf HMRC Starter Checklist.pdf Emergency Contact Form.docx	
--	--	--	--



