Safer Recruitment and Selection Policy

Document owner: Head of Compliance
Date of issue: Aut 2013
Last scheduled review: Aut 2026
Next scheduled review: Aut 2028

Safer Recruitment and Selection Policy

Introduction

This policy sets out our approach to the recruitment process. It includes information about line manager responsibilities, job descriptions and employee specifications, assessment criteria, interviews (both remote and onsite) and equality, diversity and inclusion.

Woodside Group is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

Woodside Group is also committed to providing a supportive and flexible working environment to all its members of staff. Woodside Group recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff and volunteers of the highest calibre who share this commitment.

Aims

The aims of Woodside Group's recruitment policy are as follows: -

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process.
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age; and
- To ensure compliance with all relevant recommendations and guidance including the Code of Practice published by the Disclosure and Barring Service and Keeping Children Safe in Education (KCSIE).

Scope

This policy applies to all current and prospective employees (applicants) responsible for and involved in the recruitment and selection of all school-based staff.

Hiring manager responsibilities

Learner facing/teaching roles

Hiring managers (Headteachers) are responsible for recruitment in conjunction with the relevant Executive Headteacher. A hiring manager who wishes to recruit someone must first

obtain approval from the relevant Executive Headteacher. Where recruitment is planned to fill a vacancy created by a leaver, the hiring manager will still need to seek approval from the relevant Executive Headteacher.
If the hiring manager wishes to upgrade a role, or create a new role, they must provide the relevant Executive Headteacher and the Chief Operating Officer with justification, focusing on organisational needs.

Support Roles (Non-learner facing)
Hiring managers are responsible for recruitment in conjunction with the Chief Operating Officer. A hiring manager who wishes to recruit someone must first obtain approval from the Chief Operating Officer and the Proprietor (where applicable). Where recruitment is planned to fill a vacancy created by a leaver, the hiring manager will still need to seek approval from the Chief Operating Officer.

If the hiring manager wishes to upgrade a role, or create a new role, they must provide the Chief Operating Officer with written justification, focusing on organisational needs.

Assessment criteria

We always aim to recruit the person who is most suited to each particular job. We recruit solely on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience and skills are assessed at the level that is relevant to the job.

Job descriptions and employee specification

Before initiating the recruitment process, the responsible hiring manager must ensure that there is an up-to-date job description, including an employee specification section, for the role.

The job description will describe the duties, responsibilities, level of seniority associated with the role and pay, while the employee specification section will describe essential personal attributes, essential and desirable skills/qualifications for the role, required for effective performance of the job.

Application Forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

- Include a copy of, or link to, our Safeguarding & Child Protection policy and our policy on the employment of ex-offenders

Advertisement of vacancies

It is our policy that all vacancies will be placed on the organisation's website careers page, E-Teach, and via links provided on our social media channels. Hiring managers should encourage existing employees to apply for vacant posts if they have the appropriate qualifications, experience and skills.

Our adverts set out the skills, abilities, experience, attitude, and behaviours required for the post/role and safeguarding requirements, i.e., to what extent the role will involve contact with children and if the role engages in regulated activity relevant to children.

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

We will also provide candidates with the opportunity to check here if they have a protected conviction.

Equality, diversity and inclusion

We are committed to applying our Equality, Diversity and Inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Hiring managers must only ask a candidate questions about their health where this is directly necessary for a particular role and, in any event, only once they have been

shortlisted.

To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether or not they require reasonable adjustments to be made (this is also a question on the application form). The application form must be completed and submitted by the candidate, prior to interview. These may include ensuring easy access to the premises for an interview/ providing an alternative to a telephone interview for a deaf candidate/providing a suitable chair for an interview with a candidate suffering from back problems/wheelchair access etc. The Executive Headteacher should be consulted if guidance on reasonable adjustments is required.

Relationships and referrals

Due to GDPR and Safeguarding risks, Woodside Group does not employ the family members of learners.

If a candidate/potential candidate knows or is known to any existing staff members at Woodside Group, current or former learners, they will be asked to declare this on their application form.

Digital footprints

Woodside Group is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, Woodside Group will check candidates' social media or other online activity prior to interview. Searches will be conducted by the Admin team only, using the confirmation of online search form. This process will include an online search for the candidate via platforms including but not limited to:

- Google
- Instagram
- Tik Tok
- Snap Chat
- Facebook
- LinkedIn

The candidate should be informed prior to the check being undertaken.

Shortlisting

All CV's received via E-Teach, or via the dedicated Woodside Group email address (recruitment@woodsidelodgeolc.co.uk) will be sifted and applicants of interest will be contacted to request completion of an application form; the application form will be used

to determine whether the applicant is to be invited for a first stage interview. Incomplete application forms will be returned to the applicant; the interview will not take place until the application form has been received.

A CV will not be accepted in place of the completed Application Form but will be accepted alongside it at the first stage of application for the role.

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we may ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
  - If they are known to the policy and children's local authority social care and
  - If they have been disqualified from providing childcare
- Sign a declaration confirming the information they have provided is true. This must be submitted by the applicant and received by the Hiring Manager prior to interview.

Applicants will receive a clear and accurate Job Description for the role applied for which is posted on the job advertisement.

Interviews

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children

- Record all information considered and decisions made

Hiring managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively.

Hiring managers must make a record of every recruitment interview using the notes on the interview questions and forward this to woodsidemail@woodsidelodgeolc.co.uk to be retained for a suitable period of time. To ensure fairness, the hiring manager should ensure that questions asked are consistent in all interviews for a particular job. On no account should any job offer be made during or at the end of an interview.

In some cases, we will hold interviews remotely via telephone/online video call. Video interviews are carried out using Google Meet. The responsible hiring manager should in advance provide the interviewee with details of how the interview will be conducted. They should also give the interviewee the opportunity to provide details of any reasonable adjustments that should be made or technological difficulties that they may encounter.

At least one member of any interviewing panel must have undertaken safer recruitment training or refresher training within the previous three years.

Pre-employment screening checks

Pre employment screening is carried out by EBC Global and the Woodside Group. For information on what data they collect and how it is processed, please refer to the privacy notice on the website.

All applicants will be required to bring the necessary evidence of identity, proof of right to work and other pre-employment eligibility criteria as set out in the Woodside Group Pre-Employment Eligibility Checks document to their second stage interview. A copy of the pre-employment eligibility document is issued with the invite to second stage interview; acceptable documents for proof of right to work checks are categorized in List A or List B.

Medical examinations

Successful applicants are required to complete a pre-employment medical screening questionnaire which is submitted to our Occupational Health provider. If they deem it necessary, they may ask that some applicants undergo a pre-employment medical examination with a doctor or Occupational Health nurse. Any offer of employment will be conditional on the result of this medical examination meeting the specific requirements for the role.

We never ask applicants to complete a health questionnaire or undergo a medical examination prior to making them a conditional or unconditional job offer.

References

Woodside Group reserves the right to request as many references as is necessary, in order to confirm an applicant's suitability to work with children.

When seeking references, we will:

- Not accept open references (for example, "To whom it may concern")
- Not rely on applicants to obtain their reference
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children. If the applicant has never worked with children, then ensure a reference is from their current employer
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify where information is vague or insufficient information is provided
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

We ask every candidate to give their consent for us to obtain at least two written employment references.

We ask each candidate to provide us with referees from their two most recent employers in chronological order. If the candidate has previously worked with children but their last two roles did not involve work with children, then a third referee should be provided, for the employer with whom the applicant most recently worked with children.

Character referees will be used where an applicant has been out of employment, has gaps in their employment or this is their first job since leaving education, or first job working with children. Applicants are required to give the details of two-character referees. The referees need to be someone that can speak to the applicant's character, personality, abilities, qualities and someone that has known them in a professional capacity such as an Accountant, Teacher, Doctor, Police etc. from a recognised association. The character referee must have known the applicant for at least 3 years.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. If the referee is a current or previous employer, they will also be asked to confirm the following: -

- The applicant's identity, start date and end dates of employment/education, job title/course title, reason for leaving, would they re-employ, Capability, Disciplinary and Safeguarding issues/warnings.
- Where the referee is school-based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Woodside Group will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. References will be obtained by telephone or in writing. Woodside Group will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and could result in the conditional offer of employment being revoked.

Woodside Group reserves the right to request any references it deems appropriate, for the purpose of verifying a candidate's suitability to work with children.

Qualifications

We ask candidates to provide us with documentary proof of all qualifications listed on their application form/CV. Any offer of employment will be conditional on these requirements being satisfactory.

Pre-Appointment Vetting Checks

After interview - Conditional Offer of Appointment

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity, address, qualifications and professional status
- Obtain (via the applicant) details of their enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below).
- Obtain a separate barred list check:

- For newly appointed staff or volunteers if they will start work in regulated activity before the DBS certificate is available
- Where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to their appointment to the school

- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK.

  We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards. We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or the organisation being able to carry out a check on the Home Office online Right to Work checking service confirming their right to do the work in question.

To enable us to conduct an online check, the candidate must have shared their 'right to work' details using the Home Office 'Prove your right to work to an employer' online service. The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality or ethnic or national origins.

- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Obtain two references (one of which must be from the applicant's most recent employer and one from the applicant's employer with whom he/she most recently worked with children (if applicable) which Woodside Group considers satisfactory
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:

- For all staff, including teaching positions: criminal records checks for overseas applicants
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

*Management positions are most likely to include, but are not limited to, headteachers, Executive Headteachers and Heads of Base.

For Woodside Group schools with learners aged under 8:

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity means a person who will be:

- Responsible, on a frequent basis in a school for teaching, training instructing, caring for or supervising children, providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children, or

- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once

The above applies to both paid staff and volunteers.

Additionally, if it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on the following information:

- Receipt of all pre-employment criteria set out on the application form and job description/advert
- The agreement of a mutually acceptable start date and the signing of a contract incorporating Woodside Group's standard terms and conditions of employment.
- Failure to provide any or all of the requested pre-employment information could result in the revocation of the conditional offer of employment.

Existing staff and volunteers

In certain circumstances we will carry out all the relevant checks on existing staff or volunteers as if the individual was a new member of staff or a new volunteer. These circumstances are when:

- There are concerns about an existing member of staff's or the volunteer's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

- The applicant is found to be on the Barred Lists, or the DBS disclosure shows the applicant has been disqualified from working with children by a Court
- An applicant has provided false information in, or in support of, his/her application, if the dishonesty involves a safeguarding issue or meets the legal criteria for a barring referral

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Contract of Employment as confirmation of employment.

Volunteers

We will:

- Never allow an unchecked volunteer to work in regulated activity, or leave them unsupervised
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to, or working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

For Woodside Group schools with learners aged under 8:

- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.
The risk assessment should consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision

- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability; and
- Whether the role is eligible for a DBS check and, if it is, what level is appropriate.

Details of the risk assessment must be recorded.

Supervision of volunteers

Woodside Group will determine whether a volunteer is considered to be requiring supervision. Where an individual is supervised, to help determine the appropriate level of supervision, the organisation will ensure the supervision is:

- by a person who is in regulated activity relating to children.
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children

Woodside Group conducts repeat DBS and barred list checks of all staff, every 3 years

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors, or request to see the certificate if the self-employed person has obtained their own check and ensure that it is at the level required by the school.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For Woodside Group schools with learners aged under 8:

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Additionally, Woodside Group will:

- Set out its safeguarding requirements in the contract between the organisation and the contractor, where a contract is issued.
- In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children and young adults, Woodside Group will decide on whether a basic DBS disclosure would be appropriate.
- Ensure that, under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.
- Be responsible for determining the appropriate level of supervision depending on the circumstances.
- Ensure that contractor DBS checks are renewed every 3 years

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

In respect of the enhanced DBS check, Woodside Group will ensure that written notification confirms the certificate has been obtained by the employment agency.
Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school, which has disclosed any matter or information, or any information was provided to the employment business, Woodside Group will obtain a copy of the certificate from the agency.

Where the position requires a children's and adults barred list check, this must be obtained by the agency by obtaining an enhanced DBS certificate with barred list information, prior to appointing the individual.

Visitors

Woodside Group schools have different types of visitors, to include those with a professional role (eg; educational psychologists, social workers etc), those connected with the building (eg; grounds maintenance, contractors etc), learner's relatives or other visitors attending an activity in school such as an event.

Woodside Group should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as learner's relatives or other visitors attending annual reviews, sports day, etc.

The school Headteachers and Heads of Base should use their professional judgment about the need to escort or supervise such visitors, and to what extent.

For visitors who are there in a professional capacity, school staff must check ID and be assured that the visitor has had the appropriate DBS check and barred list checks (or the visitor's employers have confirmed that their staff have appropriate checks).

Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help Woodside Group enrich learners' education, careful consideration should be given to the suitability of any external organisations (see 'External Visitors and Visiting Speakers policy' for further information).

Individuals who have lived/worked outside of the UK

- Following the UK's exit from the EU, Woodside Group will apply the same vetting and pre-screening approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

These checks could include, where available:

- Criminal records checks for overseas applicants; Home Office guidance can be found on GOV.UK; and for teaching positions
- Obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.

- Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available, Woodside Group will seek alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision-making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, Woodside Group will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

The Proprietor

The Proprietor will have their DBS check countersigned by the secretary of state.

The Proprietor will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a learner with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise learners on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a learner under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity (See 'Work Experience policy' for further information).

Single Central Record

Woodside Group will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff who work at Woodside Group.
- All others who work in regular contact with children and young adults in a Woodside Group school, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members. The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- Adult barred list check
- Children's barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A check to establish the person's right to work in the UK
- A section 128 check (where applicable)

If checks are carried out on volunteers, this will be recorded in the SCR. It is Woodside Group policy that DBS checks must be renewed every 3 years, along with identity checks and proof of right to work checks.

Data protection

We process all personal data collected during the recruitment process in accordance with our Data Protection and Data Retention Policies.

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. The data of unsuccessful candidates is securely disposed of and not retained.

Staff should report immediately to the Data Protection Officer (Data Protection Education) any inappropriate access or disclosure of job applicant data in accordance with the organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the organisation's Disciplinary Procedure.

Retention and Security of Disclosure Information

Woodside Group's policy is to observe the Woodside Group Data Retention Policy for the retention and storage of DBS data.

Retention of Records

If an applicant is appointed, Woodside Group will retain any relevant information provided on their application form (together with any attachments) on their personnel file, in accordance with the Woodside Group Document Retention Policy and GDPR requirements. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after the interview.

Post Appointment Induction

All staff and other volunteers newly appointed in Woodside Group will be offered and expected to undergo an induction programme, regardless of previous experience.

Recruitment of Ex-offenders

Woodside Group will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. Woodside Group makes appointment decisions on the basis of merit and ability. When assessing any disclosure information on a DBS certificate, Woodside Group will take into consideration the explanation from the applicant, including for example:

- The seriousness and relevance to the post applied for;

- How long ago the offence occurred;
- Whether it was a one-off incident or a history of incidents;
- The circumstances around the incident; and has the individual accepted responsibility for their actions?

If an applicant has a criminal record, this will not automatically debar them from employment within Woodside Group. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in section below.

In view of the fact that positions within Woodside Group will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for Woodside Group to employ anyone who is included on the lists maintained by the Independent Safeguarding Authority of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for Woodside Group to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within Woodside Group.

Woodside Group will report the matter to the Police, DBS and/or the Independent Safeguarding Authority, in the event of any of the following:

- Woodside Group receives an application from a disqualified person;
- Is provided with false information in, or in support of an applicant's application if the dishonesty involves a safeguarding issue or meets the legal criteria for a barring referral
- Woodside Group has serious concerns about an applicant's suitability to work with children,

Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Woodside Group will in the first instance seek advice from the Local Authority Designated Officer and applicable local authority Safeguarding Team where appropriate, about how to proceed.

The following factors will be considered:

- Whether the conviction or other matter revealed is relevant to the position in question;
- The seriousness of any offence or other matter revealed;
- The length of time since the offence or other matter occurred;
- Whether the applicant has a pattern of offending behavior or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behavior or other relevant matters; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person. If the post involves regular contact with children, it is Woodside Group's normal policy to consider it an unacceptable risk to employ anyone who has been convicted at any time of any of the following offences: -
- Against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- Against children or adults: serious class A drug related offences, robbery, burglary, theft, deception, or fraud. If the post involves access to money or budget responsibility, it is Woodside Group's normal policy to consider it an unacceptable risk to employ anyone who has been convicted at any time of:
    - Robbery
    - Burglary
    - Theft
    - Deception or fraud.
- If the post involves some driving responsibilities, it is Woodside Group's normal policy to consider it an unacceptable risk to employ anyone who has been convicted of drink driving within the last 10 years

Risk Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Woodside Group will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headteacher and Executive Headteacher before a position is offered.

Where there is a disclosure made through the criminal record disclosure form (eg; DBS or application form), or where the information disclosed relates to a non-criminal matter, the Hiring Manager must carry out a disclosure discussion with the applicant, using the appropriate template to capture the conversation.

If an applicant wishes to dispute any information contained in a DBS disclosure, they can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Woodside Group will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Where Woodside Group undertakes the contractor policy checklist, including, but not limited to, a DBS and/or barred lists checks for a contractor wishing to do work with, on or for the organization and information is disclosed be it previous convictions or otherwise, the Woodside Group (via the Head of Compliance) will undertake a disclosure discussion and/or complete an appropriate risk assessment prior to appointing the contractor. The risk assessment must be signed by the Head of Compliance.