

Author	Claire Wilkins/Judith Astwood/ Sandra Peacock
Owner	CfBT Schools Trust
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Safer Recruitment Policy

Scope and publication

This policy applies to all staff across CfBT Schools Trust (CST), including support staff, teachers and leadership in all schools, local governors, volunteers and staff directly employed within the CST central team. Note that whilst the policy applies to local governors, the recruitment and induction process for local governors is set out within the Local Governor's Handbook rather than this policy.

The policy is available on request and can be made available in large print or other accessible formats if required. This policy is non-contractual.

Purpose

The purpose of this policy is to ensure that safe and fair recruitment practices are rigorously enforced. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will comply with the requirements of the Department for Education (DFE), *Keeping Children Safe in Education* document (KCSIE, current version) and any advice published by the Disclosure and Barring Service (DBS). We will ensure that people are treated solely on the basis of their abilities and potential, in line with equality legislation.

This policy also supports us to adopt a coherent and consistent approach to recruiting and retaining staff of the highest calibre, who will help achieve our vision. We believe that the staff are our most important resource and that our pupils' learning should be managed by highly motivated and capable staff with relevant skills.

Related policies

This policy is part of the CST recruitment pack. There are various other recruitment documents and forms within the pack to be referred to alongside this policy, in particular the Recruitment Checklists (also within Appendix 1). This policy should also be read alongside the Child Protection and Safeguarding Policy for the purposes of safer recruitment. This policy is also linked closely to the Retention Policy.

Roles and responsibilities

CST Central Team will

- Provide a Safer Recruitment Policy and a recruitment pack on the Google Hub and keep these documents up to date according to the latest statutory and best practice guidance.
- Ensure through regular audits that all appropriate checks have been carried out on staff and volunteers, and recorded in the Single Central Record, in accordance with legislation and best practice.
- Ensure that all actions proceeding from these audits are addressed within an appropriate time frame.

The Local Governing Body of the school will

- Be aware of safeguarding and child protection requirements in relation to recruitment and selection procedures.
- Escalate any concerns about recruitment and selection procedures in line with the Trust's policy
- Support the Education Executive Team in the recruitment of Headteachers and Deputy Headteachers.

The Headteacher will

- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect this policy and any changes to legislation and statutory guidance.
- Ensure through robust processes and regular monitoring that all appropriate checks have been carried out on staff and volunteers and recorded in the Single Central Record in accordance with legislation and best practice.
- Monitor any contractors' and agencies' compliance safer recruitment requirements.
- Promote the safety and wellbeing of children and young people at every stage of this process.

All staff working in recruitment

All staff working in recruitment will familiarise themselves with this policy and related policies and support compliance with the safer recruitment procedures within.

Recruiting manager

The recruiting manager (RM) is a senior member of staff selected to manage the recruitment process for a particular vacancy, in accordance with this policy and the recruitment checklist.

Delegation of appointments and constitution of selection panel

The Trustees of CST delegate the responsibility of offering employment for all posts within the school to the Headteacher through a selection panel. The Headteacher may not delegate the power to offer employment to any other senior manager or Local Governor.

The Chief Executive Officer of CST and the Education Directors have responsibility for appointing headteachers, through a selection panel.

The Chief Executive Officer of CST has responsibility for appointing Central Team staff, through a selection panel.

Selection panels will comprise a minimum of two senior people (normally three). Every selection panel will have at least one member who has undertaken safer recruitment training.

Family members and close friends

Any family or close friend relationships must be declared to the recruiting manager as soon as they become apparent. Failure to do so may result in disciplinary action in line with the Disciplinary Policy. No member of staff will be the recruiting manager or on the selection panel for the recruitment of a family member or close friend. Where there is recruitment of a family member or close friend of an existing staff member, an Education Director must be on the selection panel.

‘Refer a friend’ scheme

CST operates a ‘Refer a Friend’ Scheme. If an existing employee recommends a contact for a vacant post at any CST school or within the CST Central Team, who is then successfully appointed due to that recommendation following appropriate recruitment and selection processes, the employee will receive a referral bonus of £200 from the receiving school. Half of the fee will be payable on the successful appointment of the individual and half after the successful completion of six months’ employment. Where there is any contention as to whether a ‘Refer a Friend’ fee is to be paid, the relevant Education Director will make the final decision.

Recruitment process

Recruitment checklists

The recruitment process is set out within the recruitment checklists, set out at Appendix 1. The recruitment checklists set out the process from advertising, shortlisting and interview, to arranging for the contract and carrying out checks and also setting up an induction. There are three recruitment checklists – one each for the recruitment of school staff, headteachers and CST Central Team staff. Additional information for the core recruitment stages is set out below.

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children’s Barred List check and satisfactory references.

Application

All applicants will apply for the role using only the application forms provided in the Application Pack. No applications will be accepted that are completed on the incorrect forms. Generic CVs and documents addressed ‘To whom it may concern’ will also not be considered unless they are accompanied by the required application form.

Shortlisting and reference requests

The recruiting manager will shortlist applicants against the person specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate’s current/most recent and most senior employer e.g. the Headteacher, will ideally be taken up prior to interview but only if the candidate gives permission for this. Otherwise the two references will be taken up when a candidate has been informed they are the ‘preferred candidate’ and the offer of employment will be subject to satisfactory references as well as other safeguarding checks as set out below.

References will be sought directly from the referee. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing, preferably on the form provided to the referee, and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate, for example if answers are vague or insufficient information is provided. Detailed written records will be kept of such exchanges. References will be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

Specific attention will be paid to any gaps in employment, any convictions (spent or current), cautions, reprimands and/or final warnings that the applicant may have declared. Such queries can be made up at interview should the applicant be successful in gaining an interview.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges. If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Strict confidentiality will be observed as to references. References will be verified, and any discrepancies or areas of potential concern will be discussed, where possible, with the candidate at interview. If the field of applicants is felt to be weak, the post may be re-advertised.

A template reference request form is available within the supplementary recruitment pack.

Interviews

Before the interviews, the recruiting manager and selection panel will agree on the precise interview format, using the templates within the recruitment pack. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will be face-to-face where at all possible. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link such as Skype).

Where interviews take place over e.g. Skype, it is strongly recommended that there are two interviewers and at least one of them must be Safer Recruitment trained. Remote interviews must be robust, with detailed written records of questions and answers.

Candidates invited to interview will receive:

- a letter confirming the interview and any other selection techniques
- details of the interview day including details of the panel members
- details of any tasks to be undertaken as part of the interview process
- the opportunity to discuss the process prior to the interview.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under equality legislation will be asked. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

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.

The job will be offered to the successful candidate subject to them meeting all relevant statutory and safeguarding conditions of employment. Should the DBS result contain information that was not declared during the selection process, the information must be investigated fully on receipt.

The recruitment documentation will be retained. Under data protection legislation applicants have the right to request access to notes written about them. After six months, all information about unsuccessful candidates will be securely destroyed.

Safeguarding checks

KCSIE sets out the required safeguarding checks which must be made for all new appointments in addition to references. We commit to undertaking the following pre-appointment checks:

DBS

We will check that all adults with supervised access to children and those working in regulated activity (as defined in KCSIE) have an Enhanced Disclosure (under Section 142 on the Education Act 2002) before starting work, and prior to confirmation of appointment.

Where a DBS Certificate has not arrived prior to the member of staff starting work, then the school must put a Risk Assessment in place which states what safeguards will be in place i.e. no unsupervised access to children. This Risk Assessment must be held in their personnel file and a copy shared with the member of staff. A note should be made on the Single Central Register that this has been done. The new staff member will then work under supervision until such time as the DBS certificate arrives and all checks are clear.

Periodic DBS checks are not required by law but may need to be applied for again if the staff member changes role, particularly from a limited contact role to one with more unsupervised contact with pupils. Similarly, if the employee has been absent for an extended period of time, which is not covered by a doctor's certificate or approved parental/bereavement leave a re-application for DBS should be considered.

The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of the post, as outlined in full in KCSIE.

Children's barred list check

We will obtain a separate children's barred list check if an individual works in regulated (unsupervised) activity.

TPO

We will check that a candidate to be employed as a teacher is not subject to a Teacher Prohibition Order (TPO) issued by the Secretary of State using the Teaching Regulations Agency (TRA). The TPO should be completed for everyone engaged in 'teaching work' whether a qualified teacher

(QTS) or not. It will indicate whether the teacher is subject to prohibitions, directions, sanctions or restrictions. **NB: Where a teacher has given a maiden name or an alternative surname, this too needs to be checked for TPO.**

EEAA check

For teachers, heads and HLTAs who have taught overseas, the TRA Teacher Services system will be accessed to check if restrictions have been imposed by the European Economic Area Authorities (EEAA). This check will be undertaken for anyone on whom the overseas criminal record is checked.

Overseas criminal record check

Where a teacher is coming from overseas, appropriate overseas criminal records checks will need to be made. Teachers applying for Tier 2 visas outside the UK will need to provide a criminal record certificate when applying for their work visas.

Where this isn't available, the school needs to obtain a certificate of good conduct from the relevant Embassy/Embassies where the individual has lived and worked and, where possible, a reference from the overseas employer. These documents should be kept in the personnel file of the staff member concerned and good practice suggest that a note is made on the Single Central Register as to what evidence is being held.

S128 check

We will check that any adults in schools who hold management positions or have decision –making powers and responsibilities are not prohibited from engaging in a management role as defined in KCSIE. The results from the prohibition from management check (s128 check) should be included on the Single Central Record. This check is made through the TRA.

Disqualification

We will undertake checks to ensure that staff and volunteers who work in childcare provision are not disqualified under the 2018 Childcare Disqualification Regulations as set out in KCSIE.

This check applies to anyone providing care for children under the age of five during or outside of school hours; anyone who is working in childcare provided by the school outside of the normal school day for children above reception age but under 8 (though not after-school clubs); employees who are directly concerned in the management of early or later years provision (including Senior Leaders of the school, EYFS Leaders, EYFS Link Governors). All primary school midday supervisors are covered by this regulation as they are employed for all groups equally.

Identity

We will verify all candidate's identity with current photographic ID and proof of address. Where photographic evidence is not available then three pieces of evidence from the DBS approved ID checklist must be provided.

The document 'ID checking guidelines for DBS check applications' should be followed and is available from www.gov.uk

Qualifications

The check for teaching qualifications is done through the TRA. This service shows whether the candidate has been awarded QTS (Qualified Teacher Status), their induction status, prohibitions, directions, sanctions and restrictions.

Copies of any documents used to verify a successful candidate's required qualifications should be kept on their personnel file.

Right to work in the UK

We will check all new staff have the right to work in the UK. The list of acceptable documents is available in the Home Office document *An employer's guide to acceptable right to work documents*. A record of the check should be kept using the Employers' Right To Work Checklist. Current versions of both documents are available from www.gov.uk.

Evidence that these checks have been made must be recorded onto the Single Central Record (SCR), dated so that it is evident on the SCR that the checks were made prior to appointment. Any evidence is kept on the personnel file in accordance with the Retention Policy. A suggested check list for new appointments is available within the recruitment pack.

A copy of the documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on the employee's personnel file. The DBS certificate, if copied, should not be retained for longer than 6 months. Screen shots can be made for checks are made using Teacher Service (through the TRA) and these can kept in the personnel file – this is good practice. (KCSIE)

Further information on who the checks need to be carried out on and how they should be recorded are available in the recruitment pack.

Agency staff, peripatetic teachers and sports coaches

We will only use those agencies and organisations which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed.

We will carry out identity checks when the individual arrives at school.

Contractors

We ensure that contractors, or any employee of the contractor, have been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. If a contractor working is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. We will check the identity of contractors and their staff on arrival at the school.

Volunteers

We carry out DBS and pre-start vetting checks appropriate to the post for volunteers working in regulated activity. References are taken up, as detailed in this policy above. Volunteers who help on an occasional basis (e.g. trips/PTA events) and not in regulated activity are supervised, in accordance with legislation. Local governors who are volunteers will be treated on the same basis as other volunteers – that is, an enhanced DBS check (which will include a barred list check) will only be requested if the local governor will be engaging in regulated activity. Where checks are carried out on volunteers, these will be recorded on the Single Central Record.

CST Trustees

The Secretary of State is responsible for carrying out safeguarding checks on the Chair of Trustees. The Chair of Trustees is responsible for carrying out appropriate safeguarding checks on all new CST Trustees which will include an enhanced DBS check (with Children's barred list check if in

regulated activity), identity checks, s128 check, disqualification checks, right to work in the UK check and an overseas criminal record check where appropriate. These checks will be recorded in the Single Central Record at every school.

Students on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school. We will also require students to complete the Staff Suitability Declaration if they are working within the EYFS.

Students on work experience

Students on work experience will always be supervised.

Single Central Record, personnel file and follow ups

All checks will be recorded within the school's own Single Central Record – a template of which is provided within the CST recruitment pack. The Single Central Record of employment checks will be maintained in accordance with DfE guidance. Checks will also be documented on the person's personnel file. If any checks are unsatisfactory or if there are any discrepancies in the information received this will be followed up.

Offer of employment and signed contract of employment

The offer of employment and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by a conditional offer letter, that the appointment is subject to satisfactory completion of these checks. All contracts of employment must be issued through the trust's outsourced HR provider.

Medical fitness

We will verify the medical fitness of anyone to be appointed to a post after an offer of employment has been made. If appropriate, we will arrange for the information contained in the Medical Questionnaire to be reviewed by a medical advisor. This information will be reviewed against the job description for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the school etc. If the medical adviser has any doubts about an applicant's fitness we will consider reasonable adjustments in consultation with the applicant. We may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

We are aware of our duties under equality legislation. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments and suitable alternative employment.

Start of employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions can only be made to DBS checks in circumstances where the documentation has been sent to the DBS but the certificate has not been seen by the school. In this case a risk assessment will be undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks. All new employees will be provided with an induction programme which will

cover all relevant matters of policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

Upon employment, schools will 'claim their teaching staff on the 'Secure Access' section of the TRA Teacher Services using their DfE/Teacher Reference number.

Related documents:

- Child Protection Policy
- Single Central Record
- Induction Policy (where available)
- Staff Code of Conduct
- Keeping Children Safe in Education current version
- Working together to Safeguard Children 2018
- Recruitment pack

Appendix 1: Recruitment checklists

Recruitment checklist – school staff

Position:		Date:
School:		
Recruiting Manager (RM):		
Selection Panel: (min of 2 people usually 3)		

Stage 1: Advertising, shortlisting and interview			
Action	Template?	Responsibility	Completed
Position budget approved	N/A	Headteacher	
Create recruitment checklist and inform colleagues (inc the Trust where applicable) of new role and timeframes	Yes	RM	
Create job description and personal specification	Yes	RM	
Create advert and application pack	Yes	RM	
Post advert, for example: <ul style="list-style-type: none"> On Twitter On Facebook On CST website (via SF) On other chosen website such as TES In printed publications 	N/A	RM with marketing/comms support	
Arrange interview process	N/A	RM/School admin	
Shortlist candidates for interview	Yes	RM & shortlisting team	
Send invites to interview or rejection letters to all candidates	Yes	School admin	
Request references for shortlisted candidates	Yes	RM/admin	
Hold interviews	Yes	RM and interview panel	
Discuss role with successful candidate informally	N/A	RM	

Stage 2: Contract, checks and new starter forms			
Action	Template?	Responsibility	Completed
Send conditional offer of employment letter to successful candidate	Yes	RM or local HR lead	
References follow up	Yes	RM	
Safeguarding and all pre-employment checks. Update Single Central Record	Yes	RM, School admin	
Send rejection letters to all unsuccessful candidates	Yes	School admin	
Create new personnel file for new employee	Yes	School admin	
Complete New Starter Form and gather required documents	Yes	School Admin	
Add employee to HR provider's portal	Yes	School Admin	
Send Contract of Employment	Yes	EPM via school admin	
Enrol into pension scheme (and life assurance)	N/A	EPM	
Set up IT access/ID badges etc.	Yes	School admin	
Stage 3: Induction			
Action	Template?	Responsibility	Completed
Create and send Induction pack (inc Google Drive access, school & Trust contacts, who's who DOI, policies relevant to role)	Yes	School admin	
Arrange and hold IT induction & release of equipment & mobile if applicable	N/A	IT – School admin to arrange	
Arrange and hold H&S induction	Yes	School admin arranges	
Arrange and hold Child Protection and Safeguarding induction	Yes	DSL - School admin to arrange	
Arrange and hold introduction to colleagues	N/A	School admin to arrange	
1:1 meetings booked in with all relevant people	N/A	School admin	
Details added to contact sheets/website as applicable	Yes	School admin	

Recruitment checklist – Headteachers

Position:		Date:
School:		
Recruiting Manager (RM):		
Selection Panel: (min of 2 people usually 3)		

Stage 1: Advertising, shortlisting and interview			
Action	Template?	Responsibility	Completed
Position budget approved	N/A	CEO/COO	
Create recruitment checklist and inform central team and relevant school contacts and HR provider of new role and timeframes	Yes	RM	
Create job description and personal specification	Yes	RM	
Create advert and application pack	Yes	SF	
Post advert: <ul style="list-style-type: none"> • On Twitter • On Facebook • On CST website • On other chosen website such as TES • Print publications 	Yes	RM with marketing/comms support	
Arrange interview process	N/A	RM	
Shortlist candidates for interview	Yes	RM & shortlisting team	
Send invites to interview or rejection letters to all candidates	Yes	admin	
Request references	Yes	RM/admin	
Hold interviews	Yes	RM	
Discuss role with successful candidate informally	N/A	RM	
Stage 2: Contract, checks and new starter forms			
Action	Template?	Responsibility	Completed
Send conditional offer of employment letter to successful candidate	Yes	RM with HR support	
References follow up	Yes	RM	
Safeguarding checks	Yes	RM with admin support	

Send rejection letters to all unsuccessful candidates	Yes	admin	
Create new personnel file for new employee	Yes	admin	
Update school contacts and send copy of personnel file to school	N/A	admin	
Set up school personnel file	N/A	School admin	
Complete New Starter Form and gather required documents	Yes	School admin	
Update Single Central Record	Yes	School admin	
Add new employee to HR provider's portal	N/A	School Admin	
Send copy of conditional offer letter, agreed T&Cs, application form and P45 to HR provider and instruct HR provider to prepare contract of employment	N/A	School admin	
Enrol into pension scheme (and life assurance)	N/A	HR provider	
Set up IT access/ID badge etc.	Yes	School admin	
Expenses forms and PSF set up with bank details	N/A	Finance	
Stage 3: Induction			
Action	Template?	Responsibility	Completed
Create and send Induction pack (inc Google Drive access, school & Trust contacts, who's who DOI, policies relevant to role)	Yes	School admin	
Arrange and hold IT induction & release of equipment & mobile if applicable	N/A	IT – School admin to arrange	
Arrange and hold H&S induction	Yes	School admin arranges	
Arrange and hold Headteacher Induction	Yes	Education Director with admin support	
Arrange and hold Child Protection and Safeguarding induction	Yes	DSL – School admin to arrange	
Arrange and hold introduction to colleagues	Yes	Education Director with admin support	
1:1 meetings booked in with all relevant people	Yes	School admin	
Details added to contact sheets/website as applicable	Yes	School admin	

Recruitment checklist – CST central team

Position:		Date:
Location:		
Recruiting Manager (RM):		
Selection Panel: (min of 2 people usually 3)		

Stage 1: Advertising, shortlisting and interview			
Action	Template?	Responsibility	Completed
Position budget approved	N/A	CEO/COO	
Create recruitment checklist and inform relevant central team of new role and timeframes	Yes	RM	
Create job description and personal specification	Yes	RM	
Create advert and application pack	Yes	RM with marketing/comms support	
Post advert: <ul style="list-style-type: none"> • On Twitter • On Facebook • On CST website • On other chosen website such as TES • Print publications 	N/A	RM with admin support	
Arrange interview process	N/A	RM with admin support	
Shortlist candidates for interview	Yes	RM & shortlisting team	
Send invites to interview or rejection letters to all candidates	Yes	admin	
Request references	Yes	RM/admin	
Hold interviews	Yes	RM & interview panel	
Discuss role with successful candidate informally	N/A	RM	
Stage 2: Contract, checks and new starter forms			
Action	Template?	Responsibility	Completed
Send conditional offer of employment letter to successful candidate	Yes	RM with admin support	
References follow up	Yes	RM	

Safeguarding checks	Yes	RM with admin support	
Update Single Central Record	Yes	admin	
Send rejection letters to all unsuccessful candidates	Yes	admin	
Create new personnel file for new employee	Yes	admin	
Complete new starter form and gather required documents	Yes	admin	
Add new employee to HR provider's portal	N/A	Admin	
Send copy of conditional offer letter, agreed T&Cs, application form and P45 to HR provider	N/A	RM/admin	
Enrol into pension scheme (and life assurance)	N/A	HR provider	
Set up ID access/ID badges etc.	Yes	admin	
Create annual leave record	Yes	admin	
Expenses forms and PSF set up with bank details	Yes	finance	
Set up Agresso (only if on EDT T&Cs or a line manager managing staff on Agresso)	Yes	admin via EDT request	
Contact details shared with database and on SCR if applicable	N/A	admin	
Stage 3: Induction			
Action	Template?	Responsibility	Completed
Create and send Induction pack (inc Google Drive access, school & Trust contacts, who's who DOI, policies relevant to role)	Yes	admin	
Arrange and hold IT induction & release of equipment & mobile if applicable	N/A	IT	
Arrange and hold H&S and safeguarding induction	Yes	admin	
Arrange and hold introduction to team	N/A	RM	
1:1 meetings booked in with all relevant people	N/A	RM	
Details added to contact sheets/website/SCR etc. as applicable	Yes	admin	