

## Pre-employment checks

*Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

The following is a list of the pre-employment checks that we will carry out for any prospective employee who has been given a conditional offer of employment:

### DBS & Criminal Records

All prospective employees and volunteers will have an Enhanced Disclosure & Barring Service Checks (including Barred List check), the cost of which will be covered by the Trust.

This post is exempt from the Rehabilitation of Offenders Act 1974 and all information should be disclosed.

### References

Two referees are required. One must be the current or last employer. Both references must be employers wherever possible. References may be requested before interview (with the applicant's permission) and will include requests for information on any actions regarding child protection issues. References will be verified before a firm offer of employment is made. If circumstances suggest that taking up references would cause a prospective employee any difficulties and should only be dependent upon a job offer, we advise to indicate this in the application and/or contact the HR team to discuss the situation.

### ID Documentation

Full details of the ID required will be provided by the HR team and will include:

- Original documentation to verify the home address
- Passports and driving licence (where held) for enhanced DBS checks
- Evidence of eligibility to work in the UK

### Background checks

- Application forms will be checked for unexplained breaks in service
- Additional enquiries to cover any periods of time living abroad
- Online check in line with KCSIE requirements

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### Health check

Verification of medical fitness to teach (for teaching posts) or to carry out the requirements of the role (for support staff)

### Professional checks

For teaching staff (and support staff who hold QTS): Qualified Teacher Status check, including EEA sanction where appropriate.

- For experienced teachers this will be by checking membership of the Teaching Regulation Authority (TRA).
- For early career teachers (ECTs), this will be by checking of teaching certificate e.g. PGCE and skills tests.

### Management & Leadership

Section 128: For management posts and Directors, a check will be carried out against the register of individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education.

### Additional checks

Any other listings or checks appropriate to the role or the individual.

### Data protection

Personal information provided by candidates will be kept confidentially and in accordance with the Trust's Data Protection Policy and Privacy Notice for Employees.

Please contact [hr@hattonacademiestrust.org.uk](mailto:hr@hattonacademiestrust.org.uk) for any queries related to pre-employment checks.