

The Charter Schools Educational Trust

Recruitment & Selection Policy

Owner:	Director of People		
Date:	August 2025		
Approved by:	CEO	Date:	August 2025
Next Review Date:	August 2027		

1) Scope

This policy applies to the recruitment of all staff in The Charter Schools Educational Trust (hereby referred to in this document as the Trust), including volunteers and trustees/governors, where appropriate. We expect any external recruitment provider to also adhere to this policy when acting on our behalf.

2) Vision

Our vision is to provide an environment where all children and young people can succeed. Their success depends on having a highly skilled, diverse and motivated workforce and one where we attract, recruit and retain the very best people and reflect the community we serve.

3) Aims

- 3.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff involved in recruitment and selection to adhere to our Child Protection and Safeguarding policy.
- 3.2 We strive to ensure that our recruitment and selection processes are non-discriminatory, fair and transparent and aim to attract and recruit the very best candidates from a diverse field.
- 3.3 Our recruitment and selection methods comply with legislation and in particular the Equality Act 2010 and the Data Protection Act (GDPR) 2018. We must also be compliant with the need to have a Single Central Record (SCR) in each school and central services. This is a DfE requirement under the Keeping children safe in education (KCSIE) statutory guidance.

4) The Recruitment and Selection Cycle

- 4.1 It is important that anyone undertaking recruitment in any of our schools and within central services understand the recruitment and selection cycle and the importance of following each stage. This starts from thinking about the vacancy and how best to fill it, right through to appointing and inducting the successful candidate and asking them for feedback on the process from their perspective.
- 4.2 Always have in mind how our recruitment practices may be perceived by prospective candidates. It is therefore advised that as well as undertaking mandatory Safer Recruitment training, line managers consider specific training in recruitment and selection skills. Details of such training programmes can be obtained from our Human Resources team.



5) Job Analysis – Job Descriptions and Person Specifications

- 5.1. When recruiting, the job description and person specification for the role must be up to date and reviewed before any advertisement is placed. As part of this review, it is important to consider any feedback from the outgoing postholder (where relevant) from the exit interview process. It might also be useful to review any feedback from the schools/departmental staff engagement survey relevant to the department/role.
- 5.2. A thorough review of the role should be considered before any advertisement of the vacancy occurs. It may be that following a review, the position can be filled in a different way, including a reallocation of responsibilities across the team, offering it as a part-time/job share arrangement, using it as a secondment opportunity, redeployment opportunity or a total reorganisation, etc.
- 5.3. The job description and person specification must make explicit reference to the responsibility for safeguarding and promoting the welfare of children, particularly for school-based roles.
- 5.4. Person specifications should outline the essential and desirable knowledge, skills, experience and qualifications required by the successful candidate and particular care should be given to ensure that these requirements are not discriminatory.

5.5. The appropriate pay range or spot salary for the post, using the relevant Trust pay policies, should be advertised where possible and appropriate to do so.

6) Authorisation

- 6.1 The advertising of any school vacancy needs to be authorised by the Headteacher and the Finance Business Partner. The advertising of a central services vacancy must be authorised by the CEO. Where the school budget is in deficit, then advertising of the vacancy should be agreed with the Chief Finance Officer and CEO.
- 6.2 The relevant Director of Education will also be expected to be involved in Senior Leadership level roles (Deputy Headteachers, Assistant Headteachers and Business Managers) even if there is a planned budget for such a new post. Similarly, the CEO will be involved in Headteacher recruitment.

7) Trust brand and employee value proposition

- 7.1. Recruitment in the education sector and in both the inner and outer London areas is highly competitive.
- 7.2. All organisations have, consciously or not, an employer brand. It's the way in which organisations differentiate themselves in the labour market, enabling them to recruit, retain and engage the right people. A strong employer brand helps businesses compete for the best talent and establish credibility. It should connect with an organisation's values and must run consistently through its approach to people management (Chartered Institute of Personnel Development).
- 7.3. The employee value proposition (EVP) is partly how we promote this brand both to existing and potential employees and sets out the employee "offer", both in terms of tangible reward and benefits but also aims to describe the culture and ethos of the organisation and "how we do things".
- 7.4. The Trust needs to promote this employee value proposition when advertising vacancies and highlight the benefits of working for the Trust, as well as the individual school. This includes our proactive approach to family friendly policies, such as flexible working and enhanced maternity/paternity benefits, our CPD offer and the professional learning offer, health and wellbeing and our passionate commitment to equality, diversity and inclusion.
- 7.5. It is important our EVP and brand is used creatively, diversely but also appropriately and presents the Trust in the best possible way. Advice can be sought from the Trust HR Director about creative and alternative ways of attracting candidates to the Trust, even when perhaps they are not actively job seeking. These could include specialist subject CPD events, return to teaching events, career fairs, oversees teachers advertising and other recruitment initiatives.

8) Equality and Diversity in recruitment

- 8.1 As an employer, we want prospective employees to see themselves working at one of our Trust schools and feel a sense that they will be valued. This will require us to walk in the shoes of potential applicants, to understand how they perceive us through the environment we create and extend our reach beyond the norm.
- 8.2 Great selection and recruitment practices will naturally enable a diverse and talented field of applicants. Our processes should enable applicants to shine and for us to see them at their very best.
- 8.3 We should be aware of the influence of unconscious bias and challenge each other should this arise. Understanding the barriers that some applicants face and our own perceptions of what the best person for the post looks and sounds like, brings the unconscious into the conscious.

9) Advertising

- 9.1 All adverts must include at least:
 - a) Job title.
 - b) Main duties and responsibilities.
 - c) Location.
 - d) Salary package or range.
 - e) Skills, qualifications and experience required.
 - f) Closing date and time for application.
 - g) Details of the selection methods and interview dates if known.
 - h) Relevant information about the school/department and the Trust.
 - i) A statement relating to the Trust's commitment to safeguarding of children and making it clear that safeguarding checks will be carried out.
 - j) A statement regarding the safeguarding requirements of the role, so that it is clear to what extent the role will involve contact with children, as well as the safeguarding responsibilities of the role.
 - k) Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.
 - l) Have the application form and EO monitoring form attached or a link to it.
- 9.2 Other than in certain limited circumstances, posts will be advertised internally within the school.
- 9.3 In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner.
- 9.4 Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.
- 9.5 Consideration should be given to the advertising channels, as this can be very costly and sometimes not entirely inclusive of a diverse audience. As well as placing on the Trust's website and via the staff newsletter, options include local papers, commercial job boards (which are normally free), national and professional publications, TES, Guardian, Schools Week and the DfE vacancy service etc. Online adverts should be considered rather than full print publications. It is also encouraged to think of wider media where candidates from minority backgrounds are more likely to be attracted.

- 9.6 Consideration should also be given to social media and how best to communicate our vacancies, this includes using the Trust's Twitter and LinkedIn accounts and the school's own social media channels. Advice can be sought from the Trust's central team. The Trust's social media policy must be followed.
- 9.7 The language, tone, images of the advert and social media postings should be carefully selected to ensure that it truly reflects our culture and way of working. We want the best people to want to work with and for us.
- 9.8 All advertisements will clearly state the closing date for applications, which would not normally be for less than 2 weeks.
- 9.9 For certain specialist or hard to fill vacancies a recruitment agency or executive search agency may be considered but should be approved by the Headteacher. There must be a contract for services in place when using such agencies.
- 9.10 For secondment opportunities, it will be considered reasonable to advertise these internally only, as long as the way in which these opportunities are advertised across the Trust gives an equal opportunity for all employees to be considered. This will typically be by placing the advert internally via the Trust newsletter.
- 9.11 The recruiter, with the assistance of the HR Officer, will prepare a recruitment pack for interested candidates, which will include the job description and person specification details, EO form, disclosure form and other relevant information to the role. The recruitment pack template can be requested from your HR Officer.
- 9.12 Consideration should be given to our internal talent pipelines and individuals identified as having high potential through the appraisal and talent management system. Individuals may be directly contacted about relevant vacancies, whilst making it clear it is not in any way a guaranteed offer of any role.

10) Handling Applications

- 10.1 Applicants must complete the Trust's application form for all vacancies. CV's and incomplete application forms will not be accepted. They should also complete the EO monitoring form.
- 10.2 All applications must be acknowledged by email from the HR Recruitment team.
- 10.3 The applications will be returned to the HR Recruitment team. Late applications will only be considered at the discretion of the recruiting manager.

11 Recruiting applicants with criminal records

11.1 Posts in schools are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

For further information on filtering please refer to:

Nacro guidance (<https://www.nacro.org.uk/resettlement-advice-service>)

DBS website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)

11.2 We also require applicants to disclose other information that may be relevant to an assessment of their suitability to work with children. This includes information about any pending criminal proceedings against them as well as any current police or children's social care investigations in order that we can risk assess the circumstances and any potential impact on employment, particularly in relation to our duties to safeguard and promote the welfare of children.

11.3 We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given **will be treated in the strictest confidence**. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

- All cases will be examined on an individual basis and will take the following into consideration:
- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- The age of the applicant at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned;

11.4 Whether the applicant's circumstances have changed since the offending behaviour.

11.5 It is important that applicants understand that failure to disclose the information requested on this form could result in the withdrawal of a job offer or, if already employed, disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro (www.nacro.org.uk). Please also note that successful applicants will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.

12) Short-listing

12.1 The short-listing pack, prepared by the HR Recruitment team, should include the application forms, job description, person specification and any other information sent by the applicant, with the exception of the EO Monitoring Form.

12.2 The essential and desirable criteria from the person specification will be used to shortlist applicants for interview and assessment.

12.3 The shortlisting panel must comprise of at least two people, who should independently complete the short-listing form and then come together to agree the final shortlist. At least one member of the

shortlisting panel must be trained in Safer Recruitment. All documentation recording decisions must be returned to the HR Recruitment team for retention.

- 12.4 The shortlisting panel should carefully check the application form for gaps in employment, in particular, which should be diligently followed up at interview stage.

13) References

- 13.1 Two satisfactory references are required from all successful applicants, one of which must be the current or most recent employer or study provider. Open references usually entitled "to whom it may concern" are not acceptable.
- 13.2 If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college, or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.
- 13.3 References for teaching posts should be taken up **prior to interview**, whilst support staff references can be **taken up after interview** for the successful candidate. Successful applicants for teaching posts must hold the QTS or be expected to obtain this within 12 months of their employment with the Trust. There are exceptions to this for specialist roles.
- 13.4 The HR Recruitment team will be responsible for initiating reference requests. Schools must ensure that there is reasonable lead time between shortlisting and interview date to allow this to be accomplished.
- 13.5 References will be held by the Chair of the panel and the interviewing panel will only have access once a decision has been made in principle. References will not be used to aid the decision-making process but solely to confirm the decision.
- 13.6 Where there are any unsatisfactory (or vague/incomplete) references, this will be investigated further by the Chair of the recruitment panel, in consultation with the Headteacher and HR Business Partner. Any discrepancy in the information should be taken up with the applicant and must be satisfactorily explained by them before proceeding further with any offer of employment.
- 13.7 Ultimately, if references are found to be unsatisfactory or not received after chasing, then the provisional offer must be withdrawn.

14) Online Searches

- 14.1 In line with the statutory guidance document Keeping Children Safe in Education (2025), where possible, the HR Recruitment team will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. Where this is not possible due to time constraints, job offers will always be subject to the conduct and satisfactory outcome of such searches.
- 14.2 The purpose of the online search is to uncover any information that may suggest the candidate may be:
- A potential safeguarding risk or;
 - Their appointment may damage the reputation of the school/Trust or;
 - They are unqualified for the role they have applied for.
- 14.3 No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview.

- 14.4 All online searches will be conducted by a third party that is uninvolved in any other aspect of the recruitment process. This ensures that all candidates are treated consistently as the same online search will be undertaken for all shortlisted candidates.
- 14.5 No irrelevant information uncovered will be provided to the interview panel.

15) Confidential Disclosures

- 15.1 Candidates who are shortlisted should be asked to complete a self-declaration form of their criminal record or information that may make them unsuitable to work with children.
- 15.2 Candidates should be asked to sign a declaration confirming that the information that they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

16) Interviewing and selection

It is important that we do our best to create an environment where candidates feel at ease and are given every opportunity to show their strengths. The purpose of the selection process is to find out what they are capable of. Processes should not be so complex or challenging as to make candidates feel uncomfortable. We will not see them at their best.

17) Interview Panels

- 17.1 A minimum of two members of staff will form the interviewing panel, and at least one of these must have completed safer recruitment training.
- 17.2 The interview panel should nominate a Chair, who may ultimately need to make any final decision on the appointment and therefore this is normally the most senior person on the panel.
- 17.3 Where candidates have requested any specific adjustments to attend interview due to a disability, this must not be revealed to the interview panel unless it is essential to do so.

18 Selection Methods

- 18.2 A number of selection methods may be considered to assess a candidate's suitability for the post against the person specification, depending on the nature of the role. These could include:
- Panel interviews
 - Presentations/assemblies
 - Group decision making/discussion exercises
 - Group discussions with staff and/pupils
 - Delivering lessons, feedback on lesson observations and learning walks:
 - In-tray exercises
 - Aptitude tests (verbal or no-verbal reasoning and numerical)
 - Written exercises (text or data)
 - Psychometric personality questionnaires, but only when carried out by a trained person holding a Level 2 qualification from the British Psychological Society (BPS).

- 18.3 It is important to remember that interviews alone have been proven not to be a good predictor of future performance, and therefore it is highly recommended to utilise a range of selection methods. This can be split over a stage 1 and stage 2 selection process to filter out candidates at each stage.
- 18.4 Whatever selection methods are used the notes and scores of each candidate's assessments must be clearly recorded and retained by the Chair of the panel. This will then be passed onto the HR Recruitment team and retained in a confidential and secure place for a minimum of 6 months, after which they should be destroyed securely.
- A template interview record can be requested from your HR Recruitment team.
- 18.5 It is important that in shortlisting and selection methods that the recruitment panel is aware of conscious and unconscious bias and ensures that their judgement is checked and challenged appropriately by other members of the panel. From time to time the HR Recruitment team will quality control recruitment and selection processes across the trust.
- 18.6 The Chair of the panel will usually contact the successful candidate by telephone and gain a verbal acceptance of the post, subject to pre-employment checks. Any offer must be within the salary scale previously agreed. Unsuccessful candidates can either also be contacted by the Chair or alternatively, can request that the HR Recruitment team can prepare notifications of unsuccessful outcomes.
- 18.7 Feedback should always be available to all interviewees, usually by the Chair or another member of the panel. This will normally be verbally.
- 18.8 It is important to handle unsuccessful internal candidates with additional care, to ensure they remain fully committed to the Trust, understand the reasons why they have not been successful on this occasion and how they might work on the skills/experience they need to be successful in the future.

19 Making Offers of Employment

19.1 Decision to Recruit

The final decision to offer a position is taken by the Chair of the recruitment panel, in consultation with the Headteacher.

19.2 Remuneration and Benefits

The Chair of the panel, in consultation with the Headteacher, will determine the remuneration offered to the successful candidate, in line with the trust's pay policies and the parameters previously agreed.

Care must be given to ensure that the salary offered does not create discriminatory differentials between other staff doing similar roles with similar experience.

The successful candidate should be advised in their offer of the benefits offered to staff working in the Trust and signposted to Your Charter at the start of their employment.

19.3 Offer letter to the Successful Candidate

The HR Recruitment team is responsible for making formal offers of employment and will write to successful candidates with the following details:

- i) Main terms and conditions of employment.

- ii) Pre-employment medical check.
- iii) Enhanced DBS check.
- iv) Induction information, including start date, any forms and information that will need to be completed on the first day (emergency contact, bank details, P45/P46).

Any deviation from the standard Trust contract templates can only be agreed with the Headteacher **and** the Trust Director of People.

20 Pre-Employment Checks

The Trust's Child Protection policy should be strictly adhered to at this stage.

20.1 An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks.

20.2 When appointing new staff, the HR Recruitment team will:

- 1) Verify a candidate's identity has been checked by a school staff member, preferably from current photographic ID and proof of address. See Appendix A for details.
- 2) Obtain a certificate for an enhanced DBS check with barred list information for all staff. See Appendix A for details.
- 3) Obtain a separate barred list check and undertake a written risk assessment if an individual will start work before the DBS certificate is available.
- 4) Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.
- 5) Check that a candidate who is a former teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.
- 6) Verify the candidate's mental and physical fitness to carry out their work responsibilities through the Trust Occupational Health provider.
- 7) Verify a person's right to work in the UK. See Appendix A for details.
- 8) Verify all mandatory professional qualifications and professional status, e.g. QTS status (unless properly exempted), NPQH; (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- 9) If the person has lived or worked outside the UK, make any further checks considered appropriate. Teachers will be requested to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. Guidance can be found here: [Criminal records checks for overseas applicants – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/criminal-records-checks-for-overseas-applicants)
- 10) Check that a candidate to be employed is not disqualified from working in a relevant setting, as set out in the Childcare (Disqualification) Regulations 2018
- 11) Other online checks in line with KCSIE.

21 Commencing Employment

- 21.1 All relevant documentation will be followed up by the HR Recruitment team, (acting on the delegated authority of the Headteacher) on the new post holder's first day, or as soon as possible thereafter.
- 21.2 The post holder will be issued with a contract of employment, signed by the Headteacher, no later than the first day of employment, although this will normally be issued in advance of the start date.
- 21.3 An induction programme should be arranged by the school and where possible sent to the individual in advance of their start date.
- 21.4 The HR Recruitment team will complete the new starter check list, enter the new employee on payroll and the relevant school MIS system and ensure all relevant paperwork has been received and forwarded to Reward Manager in the HR team.

22 Post Employment checks (DBS)

- 22.1 The Trust will ensure that all members of staff hold current, acceptable DBS checks according to the appropriate level required. DBS's must be renewed no more than every three years and where possible, renewed annually under the update service. The Headteacher in each school will ensure that renewals are carried out in good time prior to the renewal date.
- 22.2 New employees will be made aware of and positively encouraged to subscribe to the DBS update service.
- 22.3 Staff must alert their HR Business Partner regarding any change in their circumstances that will affect their disclosure information.

23 Training

- 23.1 Everyone involved in recruitment must have the appropriate knowledge and skills to make effective and fair recruitment decisions. It is mandatory for all shortlisting and recruitment panels to have at least one member trained in Safer Recruitment, but ideally this should be all members of the panel.
- 23.2 HR Staff will be acting on the authority of Headteachers but should be suitably trained in recruitment processes and must be fully aware of the school's accountability for Safeguarding Children and the need to maintain a complete and up to date Single Central Record for the school. This is an Ofsted requirement and can be a determining factor in any inspection.

24 Employment of Migrant Workers

- 24.1 The Trust will not employ any individual who cannot demonstrate that they have the right to work in the UK regardless of the individual's colour or apparent race, nationality or ethnic origin. Any employee who has a restricted right to work in the UK will be required to provide ongoing evidence of that right during employment.
- 24.2 The Trust is licensed to sponsor migrant workers who require sponsorship in order to work in the UK, under Home Office rules. The Trust complies with Home Office requirements in relation to the points-based system for employing migrant workers and will ensure, prior to appointment, that a worker who is subject to immigration control can be employed via the issuing of a valid visa under the terms of the license. The Trust will also meet, as required, all necessary conditions relating to sponsorship.

25 Data Protection

- 25.1 Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information, either as part of the recruitment decision-making process or for the administration of the process.
- 25.2 Records relating to internal candidates will be placed in personnel files.
- 25.3 Records relating to successful external candidates will be placed in personnel files.
- 25.4 Records for unsuccessful external candidates will be retained in a secure place for a period of six months, after which time they will be securely destroyed.
- 25.5 Inappropriate access or disclosure of recruitment data constitutes a data breach and should be reported in accordance with the Trust's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the Trust's disciplinary procedure.

26 Review

This Recruitment and Selection Policy and procedures will be reviewed on a regular basis to ensure consistency, fairness and effectiveness and in the light of changes in employment legislation.

APPENDIX A

GUIDANCE RELATING TO DOCUMENTATION REQUIRED FOR RIGHT TO WORK, IDENTITY AND DBS CHECKS

Right To Work in the UK

It is a legal requirement for employers to conduct such checks on all new employees.

For many individuals, including UK and Irish citizens, you can conduct a manual check from documents on the following list:

List A documents
A current or expired passport showing that the holder is a British citizen or citizen of the UK and Colonies, having the right of abode in the UK.
A current or expired passport or passport card ³ showing that the holder is an Irish citizen.
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
A birth or adoption certificate issued in the UK, together with an official document giving that person's permanent National Insurance number and their name issued by a government agency or a previous employer.
A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
A certificate of registration or naturalization as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

Alternatively, you may be able to conduct a Home Office online right to work check on GOV.UK, by entering 'share code' provided to you by the individual and enter their date of birth.

In all instances, check that any photographs shown relates to the individual presenting themselves and retain evidence that the check has taken place i.e., either a copy of original documents or a profile page. Retain this and pass to HR for record keeping.

If the individual is not able to satisfy these requirements, contact the Central HR team for further help.

Identify / DBS Checks

In most instances applicants should be able to satisfy the Route 1 requirements. If they cannot do this, please contact Central HR for further options.

Under Route 1, the applicant must be able to show:

- One document from Group 1 and
- Two further documents from either Group 1, 2a or 2b

Group 1: Primary Documents
Passport – and current and valid passport or a UK passport expired up to a maximum of 6 months
e-Visa: accessed via the 'View and Prove' service, using an 'immigration status' share code.
Biometric residence permit (BRP)– showing Indefinite Leave to Remain. Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP
Application Registration Card (ARC): issued by the Home Office and checked against the Home Office Employer Checking Service
Current driving licence photocard (full or provisional): current and valid, issued in the UK, Isle of Man and Channel Islands. Paper counterparts are no longer valid.
Birth certificate: issued within 12 months of birth in the UK, Isle of Man and Channel Islands. Must be an original birth certificate. Certified copies are a group 2a document.
Adoption certificate: UK and Channel Islands

Group 2a: Trusted government documents
Current photocard driving licence (full or provisional). Current and valid, all countries outside the UK
Current paper driving licence (full or provisional) (if issued before March 2000). Current and valid for UK, Isle of Man and Channel Islands.

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 or HM Armed Forces Veteran card - UK
Firearm licence – UK, Isle of Man and Channel Islands

Group 2b: Financial and social history documents
Mortgage statement – UK – issued in last 12 months
Bank or building society statement – UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you. Must be issued within the last 3 months.
Bank or building society statement – countries outside the UK – issued in the last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter – UK – issued in last 3 months
Credit card statement – UK – issued in last 3 months
Financial statement, for example, pension or endowment – UK issued in last 3 months
P45 or P60 – UK and Channel Islands. Cannot be an online document – issued in the last 12 months.
Council Tax Statement – UK and Channel Islands – issued in the last 12 months
Letter of sponsorship from future UK employment provider – Valid only for applicants residing outside of the UK at the time of application.
Utility bill – UK – not mobile telephone bill. Cannot be printed from an online account. Issued in the last 3 months
Benefit statement, for example, Child benefit, pension – UK – issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example, from the Department for Work and Pensions, the Employment Service, Local Authority – UK – a letter confirming entitlement to benefits e.g. Personal Independence Payment, free school meals, universal credit, asylum support etc. Issued in the last 12 months.
HMRC self-assessment letters or tax demand letters – UK – 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. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details. Must still be valid.
Letter from head teacher college principal, 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.

If the applicant's identity cannot be established using the above guidelines for DBS, please contact the Central HR team for further guidance.