



London Professional Academy

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Recruitment, Selection and Disclosure Policy and Procedure



Document Control

This policy will be reviewed periodically to ensure compliance with changes in employment law. If this policy or procedure is not so compliant, any relevant legislation shall prevail.

1 Introduction

London Professional Academy (LPA) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. LPA is also committed to providing a supportive and flexible working environment for all members of staff. LPA recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of LPA's recruitment policy are as follows:

- 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 equally and consistently, whilst ensuring that their values and behaviours are aligned to the values and culture of LPA;
- 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, sexual orientation, marital or civil partner status, pregnancy and maternity, gender reassignment, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (DfE), Keeping children safe in education (1 September 2021) (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that LPA meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Staff involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2 Data protection

LPA is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to LPA to enable LPA to carry out the



checks that are applicable to their role. LPA will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in LPA not being able to meet its employment, safeguarding or legal obligations. LPA will process personal information in accordance with its Staff Privacy Notice.

3 Recruitment and selection procedure

All external applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided in order to facilitate future investigation. A curriculum vitae will not be accepted in place of the completed application form although may be submitted alongside.

Applicants will receive a job description for the role applied for along with the application form to complete. Application forms, job descriptions, this policy and LPA's safeguarding children and child protection policy is made available to all applicants on LPA website.

LPA will then conduct a shortlisting exercise by reviewing all application forms received in order to determine which applicants will be invited for interview. The shortlisting exercise will Recruitment, Selection and Disclosure Policy – January 2022. V1.1. 3 Author: Human Resources usually be conducted by a minimum of two members of staff, who will ideally also be involved in the interview process.

Shortlisted applicants will be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. All shortlisted applicants will be tested during the interview and selection process about their suitability to work with children and will also be asked to take part in a Values, Behaviours and Attitudes interview, which will explore how their personal values align with those of LPA. This is known as a VBA interview and is integral to the main interviewing process.

All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at the interview. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating LPA's standard terms and conditions of employment
- verification of the applicant's identity (where that has not previously been verified)
- verification of qualifications, whether professional or otherwise, which LPA takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not



- verification of the applicant's employment history, with suitable explanation provided where there are gaps in employment
- the receipt of at least two references (one of which must be from the applicant's most recent employer) which LPA considers to be satisfactory
- for positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at LPA
- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at LPA
- where the position amounts to "regulated activity" (see section 4.3.2 below) the receipt of an enhanced disclosure from the DBS which LPA considers to be satisfactory
- where the position amounts to "regulated activity" (see section 4.3.2 below) confirmation that the applicant is not named on the Children's Barred List*
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at LPA and/or with children
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at LPA
- For Governors, confirmation that the applicant is not disqualified from acting as a trustee / governor or senior manager/Director of a charity under the Charities Act 2011 (if applicable, see section 4.6 below)
- verification of the applicant's medical fitness for the role (see section 4.7 below)
- verification of the applicant's right to work in the UK; and
- Any further checks which LPA decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

*LPA is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". LPA is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, LPA can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e., roles which would amount to regulated activity if carried out more frequently.



Whether a position amounts to "regulated activity" must therefore be considered by LPA in order to decide which checks are appropriate. It is however likely that in nearly all cases LPA will be able to carry out an enhanced DBS check and a Children's Barred List check.

A full and thorough definition of regulated activity can be found under Annex F of the Keeping Children Safe in Education 2021 – Statutory guidance for schools and colleges – September 2021.

4 Pre-employment checks

In accordance with the recommendations set out in KCSIE, and the requirements of the ISSRs and the Boarding Schools: national minimum standards LPA carries out a number of preemployment checks in respect of all prospective staff.

In addition to the checks set out below, LPA reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at LPA. This may include internet and social media searches.

In fulfilling its obligations, LPA makes every effort not to discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion, or religious belief, sex, or sexual orientation, marital or civil partner status, pregnancy and maternity, gender reassignment, disability, or age.

4.1 Verification of identity, address, right to work in the UK and qualifications

All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address, and qualifications.

LPA asks for this information at interview to ensure that the person attending interview is who they claim to be, that they are permitted to work for LPA if appointed and that they hold appropriate qualifications.

Identity and address: all applicants must bring with them to interview, original documents which evidence their identity and address as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address.

Where an applicant claims to have changed their name by deed poll or any other means (e.g., marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.



LPA asks for the date of birth of all applicants in order to verify identity and check for any unexplained discrepancies in the employment and education history. LPA does not discriminate on the grounds of age.

Right to work in the UK: all applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist': Right to work checklist (publishing.service.gov.uk)

LPA will check this evidence in accordance with the Home Office 'Code of Practice on preventing illegal working: Civil penalty scheme for employers: 1 July 2021': Illegal working penalties: codes of practice for employers - GOV.UK (www.gov.uk)

Qualifications: all applicants must also bring to interview original documents which evidence any educational and professional qualifications referred to in their application form and / or which the College requests.

4.2 References

References will be taken up on short listed applicants for all teaching roles prior to interview and, for College Staff support roles, where consent has been given. Should an applicant prefer that LPA do not approach their current employer until an offer of employment has been made, they should contact a member of the Human Resources Department to discuss this further.

In the main, all offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by LPA. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

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. All referees will be sent a copy of the job description for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness, and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction



has expired), except where the issues were deemed to have resulted from allegations which were found to be, unsubstantiated, unfounded, false, or malicious

- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be, unsubstantiated, unfounded, false, or malicious
- whether the applicant could be considered to be involved in "extremism" (see the definition of "extremism" at section 7 below).

LPA 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.

LPA 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 the relevant referee before any appointment is confirmed.

Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by LPA. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e., those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

LPA will verify the contents of all written references via telephone or video call except for references for College staff that have been generated automatically by service centres or, for both teaching and non-teaching staff, where a reference is provided by an internal referee.

LPA treats all references given or received as confidential which means that the applicant will not usually be provided with a copy.

All teaching references received from a school must be countersigned by the Head of that school unless the author is a member of the Senior Leadership Team.

All internal candidates who apply for a new role within LPA, will have their application assessed in accordance with this procedure, with the exception of references. Applicants must advise their current line manager of their intention to apply for an internal role and the Hiring Manager will be encouraged to seek out the current line manager to discuss performance and issues prior to appointment. It is particularly important that applicants who are being investigated under the disciplinary process or who are currently subject to a Performance Improvement Plan should not be offered an alternative role without the express approval of the HR Director and Chief Operating Officer/Second Master.

4.3 Criminal records checks



4.3.1 DBS filtering rules

With effect from 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the College during the recruitment process it must be disregarded when making a recruitment decision.

A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The filtering rules have recently been updated and work as follows:

For those aged 18 or over at the time of an offence:

A spent criminal conviction for an offence committed in the United Kingdom when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by the job applicant) if:

- (a) eleven years have elapsed since the date of the conviction;
- (b) it did not result in a custodial sentence; and
- (c) it was not imposed for a "specified offence".

A spent caution for an offence committed when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- (a) six years have elapsed since the date it was issued; and
- (b) it was not issued for a "specified offence".

For those aged under 18 at the time of an offence A spent conviction for an offence committed when a person was under the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- (a) five and a half years have elapsed since the date of the conviction;
- (b) it did not result in a custodial sentence; and



(c) it was not imposed for a "specified offence".

A caution issued for an offence committed when a person was under the age of 18 will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).

4.3.2 Regulated activity

LPA applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at LPA which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of LPA will amount to "regulated activity" if it is carried out:

- (a) frequently, meaning once a week or more; or
- (b) overnight, meaning between 2.00 am and 6.00 am; or
- (c) satisfies the "period condition", meaning four times or more in a 30-day period; and
- (d) provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for LPA to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at LPA amount to regulated activity.

4.3.3 The DBS disclosure certificate

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to LPA. It is a condition of employment with LPA that the original disclosure certificate is then provided to LPA within three months of it being received by the applicant although the employment will not be confirmed until the DBS disclosure certificate has been verified by an LPA Representative. A convenient time and date for bringing the certificate into LPA should be arranged with the Human Resources Department as soon as it has been received. Applicants who are unable to attend at LPA to provide the certificate (for example, due to being based overseas) are required to send in a certified copy by post or email within three months of the original disclosure certificate being received. Certified copies must be sent to the LPA Human Resources Department marked for the attention of the HR Director. When a certified copy is sent, the original disclosure certificate must still be provided, ideally prior to the first day of work or at the very latest on the first working day.

NB: Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by LPA.



LPA may accept a DBS certificate that has previously been undertaken if the applicant has been working in a school in England in a post that brought them in regular contact with children in the three months prior to beginning work at LPA. In this situation, a separate Children's Barred List check would be undertaken.

For those who subscribe to the DBS update service, LPA will examine the original certificate, check it matches the individual's identity and undertake an online update check, which will provide any changes since the certificate was issued. If the check shows that there has been a change, a new certificate will be required. LPA will obtain permission from the individual before conducting the online update check.

4.3.4 Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure the Designated Safeguarding Lead (DSL) has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision, as outlined within a risk assessment, has been put in place.

4.3.5 Applicants with periods of overseas residence

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. LPA will take into account the "DBS unusual addresses guide" in such circumstances.

For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at LPA. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. LPA's policy is to request such information from each overseas country in which the applicant has lived for a period of three months or more in the previous 10 years.

When requesting such information, LPA has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e., a criminal records check (or equivalent) or a certificate of good conduct.

LPA recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the College will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

In addition, where an applicant for a teaching position has worked as a teacher outside of the UK, LPA will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why



the applicant may be unsuitable to work as a teacher. LPA will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at LPA. However, LPA will take all relevant information into account in determining whether an applicant is suitable to work at LPA.

LPA may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process and outlined within a safeguarding risk assessment approved by the Designated Safeguarding Lead. Unless expressly waived by LPA, continued employment will remain conditional upon LPA being provided with the outcome of the formal check and it being considered satisfactory.

If no information is available from a particular country, LPA may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.

LPA will take proportionate risk-based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file and should be countersigned by the Designated Safeguarding Lead where relating to teaching staff and the Human Resources Director in all other cases.

If the formal check is delayed and LPA is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

4.4 Prohibition from teaching check

LPA is required to check whether staff who carry out "teaching work" are prohibited from doing so. LPA uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition, LPA asks all shortlisted applicants to declare whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that



resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, LPA will consider whether the facts of the case render the applicant unsuitable to work at LPA.

LPA applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012, which state that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress, and attainment of pupils; and
- reporting on the development, progress, and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Master. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for visiting music teachers and sports coaches.

4.5 Prohibition from management check

LPA is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent College (a section 128 direction).

The College will carry out checks for section 128 directions when appointing applicants into management positions from both outside LPA and by internal promotion.

This check applies to appointments to the following positions made on or after 12 August 2015:

- Master, Second Master and Senior Master
- teaching posts on the senior leadership team
- teaching posts which carry a departmental head role; and
- Chief Operating Officer and senior Directors/support staff posts on the senior leadership team.

LPA will assess on a case-by-case basis whether the check should be carried out when appointments are made to teaching and support staff roles which carry additional responsibilities.

All individuals who are appointed to the governing body will be subject to a section 128 direction check.

The relevant information is contained in the enhanced DBS disclosure certificate (which LPA obtains for all posts at LPA that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. LPA will use either, or both, methods to obtain this information.



In addition, LPA asks all shortlisted applicants to declare whether they have ever been the subject of a referral to the Department for Education or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body, whether or not that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, LPA will consider whether the facts of the case render the applicant unsuitable to work at LPA.

4.6 Disqualification from acting as a charity trustee or senior manager

4.6.1 Background

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

4.6.2 Who is covered

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be members of the Governing Body.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At LPA the disqualification rules will be applicable to all governors, the Master and Chief Operating Officer and potentially other senior staff who may report directly to the governors who are considered responsible for a significant function.

There is no single list or register that covers all the disqualification criteria and LPA therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

4.6.3 Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to LPA's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.



All those who are required to complete a self-declaration form are also under an ongoing duty to inform LPA if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

4.6.4 Checks by LPA

To ensure that it has accurate and up to date information LPA will also check the following registers in respect of each governor and senior manager who is already in post or is appointed in future:

- (a) the Bankruptcy and Insolvency Register;
- (b) the register of disqualified directors maintained by Companies House; and
- (c) and the register of persons who have been removed as a charity trustee.

4.6.5 Waiver

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

LPA may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. LPA is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

4.7 Medical fitness

LPA is legally required to verify the medical fitness of anyone to be appointed to a post at LPA, after an offer of employment has been made but before the appointment can be confirmed.

It is LPA's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. LPA will arrange for the information contained in the Health Questionnaire to be reviewed by LPA's occupational medical advisor. If LPA's medical advisor has any doubts about an applicant's fitness LPA will consider reasonable adjustments in consultation with the applicant. LPA may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

LPA is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

5 Contractors and agency staff

LPA must complete the same checks for contractors and their employees undertaking regulated activity at LPA as it does for its own employees. LPA requires written confirmation from the contractor



that it has completed these checks on all those individuals whom it intends will work at LPA before any such individual can commence work at LPA.

Agencies who supply staff to LPA must also complete the pre-employment checks which LPA would otherwise complete for its staff. Again, LPA requires written confirmation that these checks have been completed before an individual can commence work at LPA.

LPA will independently verify the identity of individuals supplied by contractors or an agency in accordance with section 4.1 above and requires the provision of the DBS disclosure certificate before those individuals can commence work at LPA.

6 Volunteers

LPA will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of LPA (the definition of regulated activity set out in section 4.3.2 above will be applied to all volunteers).

LPA will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who LPA has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will LPA permit an unchecked volunteer to have unsupervised contact with pupils.

It is LPA's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with LPA for three consecutive months or more. Those volunteers who are likely to be involved in activities with LPA on a regular basis will be required to sign up to the DBS update service as this permits LPA to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, LPA will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents, and other volunteers (such as an application form)
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.



7 Policy on recruitment of ex-offenders

7.1 Background

LPA will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. LPA makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with LPA. Each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 8.2 below.

All positions within LPA are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see section 4.3.1 above).

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose 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. It is unlawful for LPA to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at LPA. LPA will make a report to the police and / or the DBS if:

- it receives an application from a barred person
- it is provided with false information in, or in support of an applicant's application; or
- It has serious concerns about an applicant's suitability to work with children.

7.2 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, LPA will consider the following factors before reaching a recruitment decision:

- 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 behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and



- the circumstances surrounding the offence and the explanation(s) offered by the applicant. If the post involves regular contact with children, it is LPA's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:
- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm, or other serious acts of violence; or
- serious class A drug related offences, robbery, burglary, theft, deception, or fraud.

If the post involves access to money or budget responsibility, it is LPA's normal policy to consider it a high 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 LPA's normal policy to consider it a high risk to employ anyone who has been convicted of a driving offence within the last ten years.

7.3 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, LPA will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Human Resources Director and or the Designated Safeguarding Lead of LPA before a position is offered or confirmed.

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

7.4 Retention and security of disclosure information

LPA's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

8 Retention of Records

LPA is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, LPA will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness, and qualifications. Medical information may be used to help LPA to discharge its obligations as an employer, e.g., so that LPA may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.



This documentation will be retained by LPA for the duration of the successful applicant's employment with the college. It will be retained in accordance with LPA's retention of records policy after employment terminates.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests LPA to keep their details on file.

9 Marketing Materials

Option 1: The "Elevator Pitch"

At London Professional Academy, we bridge the gap between ambition and expertise. Situated in the heart of one of the world's premier business and cultural capitals, we don't just offer courses we offer a launchpad. Whether you are looking to pivot into a new industry, climb the corporate ladder, or master a specialized skill, our curriculum is designed by industry leaders for the real world. We replace theoretical jargon with practical, hands-on training that you can implement from day one. In the fast-paced landscape of London business, staying still isn't an option. Let us help you move forward.

Option 2: The "Methodology"

We understand that the modern professional doesn't have time for one-size-fits-all education. That is why London Professional Academy has redefined the learning experience. Our courses are modular, flexible, and rigorously updated to reflect the current demands of the UK and global markets. We focus on three core pillars: Expert Practitioners, not just academics; Immersive Workshops, not just lectures; and Networking Opportunities that connect you directly with London's thriving business community. When you train with us, you aren't just earning a certificate; you are gaining a network and a skill set that commands attention.

Option 3: "Call to Value"

Why do professionals choose London Professional Academy? Because we treat your career goals with the seriousness they deserve. In a competitive job market, standing out requires more than experience; it requires verified, up-to-date expertise. Our intensive courses are tailored to fit the lifestyle of busy persons. With evening classes, weekend workshops, and hybrid learning options, we ensure that your professional development fits seamlessly into your life. Join a community of high-achievers and alumni who are currently shaping the future of industry. Your potential is unlimited your time to realize it is now.



10 Queries

If an applicant has any queries on how to apply for a post at LPA, they should contact the Human Resources Team via info@londonpro.org.uk

Appendix 1 List of valid identity documents

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence photocard - full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence photocard - full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- current driving licence: paper version if issued before 1998 - full or provisional (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 (UK)
- firearms licence (UK, Channel Islands, and Isle of Man)

All driving licences must be valid.

Group 2b: Financial and social history documents



- mortgage statement (UK)**
- bank / building society statement (UK and Channel Islands) *
- bank / building society statement (countries outside the UK) * • bank / building society account opening confirmation letter (UK)*
- credit card statement (UK)*
- financial statement - e.g., pension or endowment (UK)**
- P45 / P60 statement (UK and Channel Islands) **
- council tax statement (UK and Channel Islands) **
- letter of sponsorship from future employment provider (non-UK only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK; not mobile telephone bill) *
- benefit statement - e.g., child benefit, pension (UK)*
- a document from central or local government/ government agency / local council giving an entitlement - e.g., from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs (UK and Channel Islands) *
- EEA national ID card (must be valid at time of application)
- Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
- cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands; must be valid at time of application)
- letter from Head or College Principal (UK; for 16–19-year-olds in full-time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application).

Note:

If a document in the list of valid identity documents is:

denoted with * - it should be less than three months old

denoted with ** - it should be less than 12 months old