

2017 – 2018

Potential in Everyone Academy Trust
CEO – David Whitehead



SAFER RECRUITMENT POLICY

December 2017

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|------------------------|-----------------|
| Committee | Trust Board |
| Approved on | [13/12/2107] |
| New Review date | [December 2018] |

| Associated Documentation | |
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| Trust Funding Agreement | |
| Academies Financial Handbook | |
| Academies Accounts Direction | |
| Capital Revenue and Reserves Policy | |
| Donations Policy and Procedures | |
| Accounting Policy | |
| Investment Policy | |
| Competitive Tendering Policy | |
| Lettings Policy | |

Trust Core Purpose:

The core purpose of the Trust is to maintain good and outstanding schools, and to ensure the rapid improvement of schools which need support in the future. The Trust must also act as a vehicle for enabling the sharing of best practice across the schools to ensure continual improvement. The Trust will provide the financial capacity to achieve economies of scale to benefit every child in every school within the Trust.

The Trust will create and maintain a shared culture which requires everyone whatever their role, staff or pupil, Governor or Parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. Our shared culture will respect, uphold and complement each school's distinctive ethos and character.

Trust Key Principles:

- An unwavering belief that all children can succeed.
- A steadfast commitment in making every child's well-being of paramount importance and a dedication to develop the whole child.
- The demonstration of high standards in all aspects of school life must be continually expected if they are to be maintained.
- Effective leadership and teaching are the keys to raising standards.
- Capacity and sustainability is created via effective succession planning.
- Best value and synergy is ensured by exploiting opportunities made available through economies of scale and increased efficiency.
- The most effective professional development for staff is learned from expert practitioners.
- Continued excellence is heightened through embracement of change
- An outward facing vision, we will seek to exploit opportunities to improve our practice, whilst providing support to our local communities.
- A commitment to providing life changing experiences that will ensure that every child's future success is built on today's achievement.

We aim to review this policy on an annual basis.

1 Introduction – Scope

This policy has been adopted by the Potential in Everyone Academy Trust (Potential Trust) to provide a clear framework for the recruitment and selection to all posts within the Trust so that safeguarding and promoting the welfare of children is given the highest priority and each school in the Trust is able the school to recruit people with the right skills, aptitudes and attitudes with practices that are free from unlawful discrimination.

Directors, Governors and the Leadership Team fully accept their responsibility to develop a best practice, safe recruitment culture so that children are safe and the benefits of higher standards, improved staff morale, lower turnover and reduced costs are secured across the Trust.

Consequently, all staff, directors and governors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy at all times.

2 Aims and Key Principles

2.1 The aims and key principles of this policy are to:

- Deter, identify and reject any applicant unsuitable for work with children
- Recruit high quality staff with the right skills, aptitudes and attitudes so that all children in the Potential Trust schools feel safe, supported and are able to achieve their full potential
- Ensure all staff are recruited on appropriate contract terms to meet the needs of the school whilst promoting and ensuring a satisfactory work life balance
- Ensure that equality of opportunity is a key consideration at each stage of the process, thereby encouraging diversity
- Ensure our recruitment practice reflects positively on each school in the Potential Trust as an employer
- Ensure that recruitment procedures are efficient and cost-effective
- Regularly monitor, review and improve recruitment practices

2.2 The Trust recognises the value of a fully qualified teaching profession. Therefore, the Trust will endeavour to only appoint a teacher holding QT status to teaching posts. Temporary appointments of staff not holding QTS to a teaching post will only be made where it has not been possible to appoint a qualified teacher from all reasonable recruitment action.

2.3 The Trust will ensure that training is provided for all those involved in the recruitment and selection of staff and that it is appropriate to their role.

2.4 All appointments must be made by a panel of two or more and all panels must include at least one person who has successfully undertaken approved training in Safer Recruitment.

2.5 The CEO through the Headteacher will ensure this policy is communicated to all staff and that it is included in the information given to new staff on appointment as part of their induction programme.

3 Recruitment Advertisement

3.1 Prior to any recruitment advertisement the manager responsible for the appointment will review the needs of the post before seeking approval of the Chief Executive Officer / Headteacher to commence recruitment.

3.2 Careful consideration will be given to the working hours and arrangements for each vacancy so that posts can be open to applicants wishing to work on a part-time, job-share or flexible basis where possible and practicable.

3.3 Prior to any recruitment advertisement appearing the manager responsible for the appointment will ensure that there is an up to date job description, person specification, a clear recruitment timetable and a relevant package of information for each post being advertised.

3.4 All vacant posts will be advertised by means of a formal notice on the staff notice board as a minimum. Unless there are good reasons to the contrary then any vacant post will

be advertised externally through the Trust website, the school websites and the www.kent-teach.com website. Use of other media, such as local or national newspaper will be carefully considered for cost effectiveness.

- 3.5 Recruitment advertisements will comply with all national and Trust guidance regarding commitment to safeguarding children. All job adverts and information to applicants will emphasise the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- 3.6 All enquires for further details, further information or informal visits to the school will be dealt with promptly and professionally to reflect positively on the school as a potential employer.
- 3.7 Deadlines for all advertisements will allow reasonable time for completing and submission of applications.
- 3.8 Applicants will be supplied with the following information as a minimum for all posts within the Trust:
 - Job Description and person specification for the post advertised
 - Trust Child Protection policy
 - Details of the selection procedure for the position including employment checks and requirements for candidates
 - Key terms and conditions of the post
 - An application form

Additionally, applicants will be provided with the links on the Trust and school's website in order to access other important, relevant documents such as this policy

4 Shortlisting Candidates and Pre-Interview Administration

- 4.1 All applicants must complete the required application form in full and in particular ensure that the declaration is clearly signed and dated. The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. Applications by CV alone will not be considered.
- 4.2 All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification.
- 4.3 The school will ensure that two satisfactory references are obtained directly from the referee prior to any contract position being confirmed. At least one reference will be from the applicant's current employer, or immediate previous employer if not currently employed. This reference must be signed by or on behalf of the most senior person appropriate to the position, for example Headteacher and must be on the organisation's headed notepaper.
- 4.4 All references will be carefully checked to ensure it is fully satisfactory and consistent with the information provided by the candidate.
- 4.5 As far as possible references will be obtained prior to the selection interview so that any relevant questions arising can be raised with the candidate before a selection decision is made.

4.6 Any information regarding current or past disciplinary action or allegation(s) will be considered carefully and fairly given the circumstances of the action or allegation(s) and the requirements of the post.

4.7 Rehabilitation of Offenders Disclosure

All posts within the Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants must disclose any spent or unspent conviction, caution or bind over. The Trust is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for employment at schools within the Trust. Having a criminal record will not necessarily be a bar to a position in a Trust school.

5 Selection Interviews and Decisions

5.1 Short-listed candidates must be interviewed in person before a formal, unconditional offer of employment is made. Interviews conducted by telephone or via Skype may be undertaken as a preliminary process, but any un-conditional offer can only be made after a formal face to face interview has been satisfactorily completed.

5.2 At the point of arrival for interview all candidates must provide the following:

- Photographic proof of identity
- Actual (not photocopy or scan) certificate of necessary qualifications
- Proof of eligibility to live and work in the UK

5.3 Candidates will always be required to:

- Satisfactorily explain any gaps in employment
- Explain any anomalies or discrepancies in their application to the satisfaction of the person recruiting
- Declare any information that is likely to appear in a DBS disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children

The Trust fully supports the work of the Local Safeguarding Children Board for KCC and reserves the right to provide the LSCB with any relevant information when requested by the LSCB or if otherwise it is believed to be necessary and proportionate in the interests of safeguarding of children.

5.4 All selection decisions will be informed by a competency based interview that includes relevant selection test(s), where practicable. All selection tests will be clearly focussed on the priority needs from the person specification and will avoid any unlawful discrimination. This includes professional/occupational skills as well as behavioural competencies relevant to the post and consistent with the school Vision and Values.

5.5 Where possible and practicable applicants for teaching and learning positions will be observed practising in their current school. Candidates will be informed of the selection tests to be used prior to being invited for interview.

5.6 The panel will ensure that they prepare properly for the interviews, having read the applications beforehand and considered any specific questions that need to be asked of each candidate. The panel will ensure that all candidates are received and treated in a way that reflects positively on the school and that generally the programme keeps to schedule.

- 5.7 All questions used in selection interviews will also be focussed on the priority needs of the post and will avoid any questions or language that could be held to be unlawful discrimination.
- 5.8 At the end of the selection programme the respective merits of each and every candidate will be carefully considered, and the position will be offered to the person best meeting the skills and qualities set out in the person specification.
- 5.9 In the event the person offered the position declines the appointment then the panel will consider carefully whether to offer the position to the next best candidate, whether to re-advertise the vacancy or whether to cover the duties in another way.
- 5.10 If it is felt that none of the available candidates fully meet the requirements of the person specification then the panel must not rush into an appointment but must take time to carefully weigh up the various alternative actions

6 Regulated Activity/ Managerial Position

Before an unconditional offer of employment is made the Academy Trust will check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.

Where the individual will be or is engaging in regulated activity, The Academy Trust will need to ensure that they confirm on the DBS application that they have the right to barred list information.

The Academy Trust will use Teacher Services' system to ensure that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State. The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in a school will vary according to the role. For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity.

A person will be considered to be engaging in **regulated activity** if, as a result of their work, they will be responsible, on a regular basis in a school, for teaching, training instructing, caring for or supervising children; or will carry out paid, or unsupervised unpaid, work regularly in a school where that work provides an opportunity for contact with children; or engage in intimate or personal care or overnight activity, even if this happens only once.

- 6.1 **Regulated activity includes:** a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children, b) work for a limited range of establishments (known as 'specified places', which include schools), with the opportunity for contact with children, but not including work done by supervised volunteers; Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes: c) relevant personal care, or health care provided by or provided under the supervision of a health care professional: personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing; *
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

* This does not include costume changing at a play or doing up shoe laces.

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors who would have the opportunity for contact with children and who work under a temporary or occasional contract.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity. The DfE has published separate statutory guidance on supervision and regulated activity which the Trust will regard to when considering which checks should be undertaken on volunteers.

In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles, an additional check is required to ensure they are not prohibited under section 128 provisions. See *3.0 Pre-appointments section of this guidance*.

Once the checks are complete, the DBS will send a certificate (the DBS certificate) to the applicant. The applicant must show the original DBS certificate to the school before they take up post or as soon as practicable afterwards.

Where a school allows an individual to start work in regulated activity before the DBS certificate is available, they should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

Schools need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found in Disqualification under the Childcare Act 2006 statutory guidance.

If a school knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity. There are penalties of up to five years in prison if a barred individual is convicted of attempting to engage or engaging in such work.

6.2 Secretary of State Prohibitions

6.3 Teacher prohibition orders Teacher prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. A check of any prohibition can be carried out using the Teacher Services' system. Prohibition orders are described in the National College for Teaching and Leadership's (NCTL) publication *Teacher misconduct: the prohibition of teachers*. Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by NCTL. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school

trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction can be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

The Academy Trust must maintain the Academy Single Central Record (SCR). The Single Central Record must cover the following people:

- All staff (including supply staff, and teacher trainees on salaried routes) who work at the school; and
- All members of governance

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check;
- A barred list check;
- An enhanced DBS check/certificate;
- A prohibition from teaching check;

A section 128 check (for management positions as set out in paragraph 99 for independent schools (including academies and free schools) ;

- Further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions described in paragraph 114;
- A check of professional qualifications; and
- A check to establish the person's right to work in the United Kingdom.

For supply staff, schools should also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

Where checks are carried out on volunteers, this must also be recorded on the Single Central Record.

It is not a requirement for the Trust to keep copies of DBS certificates in order to fulfil the duty of maintaining the Single Central Record.

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.

Further information on handling DBS certificate information can be found on GOV.UK.

6.4 Agency and third-party staff The Trust must obtain written notification from any agency, or third-party organisations they use, that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at a school with the Trust, that the school would otherwise perform.

Where the position requires a barred list check, this must be obtained by the agency or third-party prior to appointing that individual. The Trust must also check that the person presenting themselves for work is the same person on whom the checks have been made.

- 6.5 **Trainee/student teachers** Where applicants for initial teacher training are salaried by a school, the Trust must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The Trust should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the Trust to record details of fee-funded trainees on the single central record.

- 6.6 **Existing staff** If the Trust has concerns about an existing staff member's suitability to work with children, it must carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working within the Trust moves from a post that was not regulated activity into work which is regulated activity, the relevant checks for the regulated activity must be carried out. Apart from these circumstances, the Trust is not required to request a DBS check or barred list check.

The Trust has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and that the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual. Guidance on referrals can be found on GOV.UK

Where a teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

- 6.7 **Volunteers/contractors** Under no circumstances should a volunteer/contractors in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who on an unsupervised basis, teach or look after children regularly, or provide personal care on a one-off basis in schools, will be in regulated activity. The Trust should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, schools

may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

The Trust may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis, e.g. supervised. Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.

The Trust Staff must undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they should consider:

- The nature of the work with children;
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- Whether the role is eligible for an enhanced DBS check.

If the volunteer is to be supervised while undertaking an activity, which would be regulated activity if it was unsupervised, the statutory guidance must be followed.

The guidance issued following this change requires that:

- there must be supervision by a person who is in regulated activity;
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children.

6.8 Governance All levels of Academy Governance membership are required to have an enhanced DBS check certificate. It is the responsibility of Trust to apply for the certificate for any of their number who does not already have one. Governance is not a regulated activity and so participants in governance do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

Members of Governance who are volunteers should be treated on the same basis as other volunteers, that is, an enhanced DBS check (which will include a barred list check) should only be requested if the Governance member will be engaging in regulated activity. Governance bodies can request an enhanced DBS check without a barred list check on an individual as part of the appointment process.

The requirement for an enhanced DBS check and certificate is dis-applied for the Chair of an Academy Trust if the Academy is converting from a maintained school and the person has already been subject to a check carried out by the local authority.

Where the proprietor is a body of people, the Chair must ensure that enhanced DBS checks are undertaken, where relevant, for the other members of the body and that where such a check has been undertaken, an enhanced DBS certificate is obtained, and that identity checks are completed before, or as soon as practicable after, any individual takes up their position.

The Chair must also ensure that other members are not subject to a section 128 direction that would prevent them from taking part in the management of an academy (as well as independent and free schools). Further checks as the Chair considers

appropriate should be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS certificate is not sufficient to establish his or her suitability to work in a school.

- 6.9 **Contractors** the Trust should ensure that any contractor, or any employee of the contractor, who is to work within the Academy Schools, has been subject to the appropriate level of DBS check.

Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required, this person will need supervision. To make a contractor non-regulated there MUST be supervision. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor, in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. If a contractor working at a school within the Trust is self-employed, a DBS check should be obtained, as self-employed people are not able to make an application directly to the DBS on their own account.

Academy Trust staff will always check the identity of contractors and their staff on arrival at a school.

The Academy will maintain a list of agreed contractors – these firms have met our criteria for health and safety, for risk assessments and qualifications. The school is responsible for checking their identity documents and DBS and supervising where appropriate.

- 6.10 **Visitors** Schools within the Academy do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day).

Headteachers and senior managers should use their professional judgment about the need to escort or supervise visitors.

7 Post Interview Administration

- 7.1 All appointments must be made subject to satisfactory recruitment checks being completed.
- 7.2 At the Trust all posts are regarded as regulated activity and therefore enhanced DBS disclosures are required. The school will ensure that no offer of work is made to an individual who is subject to a Secretary of State Prohibition Order. The school must ensure all persons appointed have satisfactory and up to date DBS checks and any other recruitment and/or security checks required by national or KCC/LA policy prior to the contract position being confirmed. This includes work permits or other evidence of the ability to work in the UK.
- 7.3 The school will verify all new appointments' mental and physical fitness to carry out the work responsibilities specific to the post and will ensure that the employer's duty to fully

consider any reasonable adjustments is fulfilled prior to an offer of employment being confirmed.

7.4 Supply Staff

Agencies providing staff on a supply or short-term contract basis will be required to confirm, in writing, that all required checks have been satisfactorily completed. Access to the check may be required where information has been revealed in an enhanced DRB disclosure. Identity checks for all agency or other supply/temporary contract staff will be undertaken by the school on first arrival

7.5 The school will ensure that an appropriate induction programme is available to all new staff and this will be developed following a discussion between the individual and their line manager.

7.6 Any applicant may request feedback on the reasons why they were not shortlisted or appointed, and this will be provided either in writing or verbally within a reasonable period of the request.

7.7 Notes and documents from the recruitment/selection process, including notes from interviews will be kept securely for a period of 6 months from the date on which the position was offered and accepted. This is to enable the school to deal with any data access request, recruitment complaint or Employment Tribunal claim. After this date all notes will be shredded.

7.8 As far as is reasonably practical the school will make any reasonable adjustments to accommodate the needs of a disabled person. This will apply to the recruitment process and to the workplace or working arrangements on appointment. The school will seek appropriate advice from relevant agencies to achieve this where necessary.

8 Roles and Responsibilities

8.1 The Governing Body for each Trust school has overall responsibility for the adoption of this policy. Review and amendments of this policy are the responsibility of the Trust Board. Monitoring and evaluation of the effectiveness of the policy and any specific initiatives undertaken will be delegated to the Local Governing Body within each Trust school.

8.2 The Headteacher for each Trust school has responsibility for the implementation of the policy in their school and ensuring that all recruitment and selection actions are consistent with the aims, objectives and principles set out above.

9 Legal Framework

9.1 This policy has been drafted to ensure compliance with current employment legislation including the Equality Act 2010 and also other statutory or mandatory requirements as set down by national and policy. This policy has been drafted in accordance with the statutory guidance 'Keeping Children Safe in Education' July 2015 and 'Working Together to Safeguard Children' March 2015.

10 Complaints

- 10.1 Anyone who feels that their treatment has been in breach of this policy may bring a formal complaint.
- 10.2 Existing staff of the school should use the established grievance procedure.
- 10.3 External applicants should raise their complaint at the earliest opportunity by writing with key details to the Chair of Governors of the relevant school, who will ensure that a full investigation of the complaint is undertaken and that a written response is provided within 15 working days of receiving the complaint.

11 Review

This policy will be reviewed annually and at any other time if changes are required to comply with changes in legislation, regulation or national advice. Any amendments will require the approval of the Trust Board.