



St Martin's School

N O R T H W O O D

Recruitment, Selection and Disclosures Policy and Procedure 18a

Date: August 2023

Date for Review: August 2024

Policy owner: Bursar

To be reviewed by: Bursar



Contents

Introduction	1
Scope of this policy.....	2
Recruitment Process.....	3
Advertising Procedure.....	4
Application Form.....	5
Invitation to Interview	7
The Interview	8
References	10
Conditional Offer of Appointment: Pre-Appointment Checks.....	11
Medical Fitness	13
Criminal Records Policy.....	13
Pre-employment Checklist & Commencement.....	14
Retention, Security of Records and Data Protection Obligations.....	14
Appendix 1 - Policy on the Recruitment of Ex-Offenders.....	15



Introduction

St Martin's School ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School is also committed to providing a supportive and flexible working environment to all members of staff.

In order to achieve these aims, it is fundamental to attract, recruit and retain staff of the highest calibre who also share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010. Furthermore, the School's recruitment and selection process is designed to achieve the best match between an individual's knowledge, skills, experience and character and the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

The School has implemented a recruitment platform called 'My New Term' which manages the application forms and processes and supports all checks that need to be made from initial application through to appointment/rejection. All queries on the Application Form and recruitment process must be directed to the Bursar, Mrs Alison Curran.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

This policy is reviewed, authorised and approved annually by the Headmaster and Bursar on behalf of Board of Governors and updated as needed on an interim basis by the Bursar.

All checks will be made in advance of appointment or as soon as practicable after appointment.

The purpose of the School's recruitment policy is as follows:

- to ensure the best possible staff are recruited on the basis of their merits, abilities and suitability for the post;
- to ensure compliance with all relevant recommendations and guidance including the Department for Education (DFE), Keeping Children Safe in Education (KCSIE) and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that all job applicants are considered in accordance with our Equal Opportunities Policy;



- to ensure that all applicants are treated fairly without any discrimination on grounds of race, colour, nationality, ethnicity, religious belief, sex, sexual orientation, marital or partner status, disability or age;
- to highlight that all employees involved in the recruitment and selection of staff are responsible for complying with the provisions outlined in this policy.

Scope of this policy

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School should set out their safeguarding requirements in the contract between the organisation and the School and must obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as ‘pre-employment’ checks. The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the trustees/governors, and who carries overall responsibility for the day-to-day management and control of the charity. At St Martin’s School this would be the Headmaster.
- A person who is accountable only to the Head or the trustees/governors, and who is responsible for the overall management and control of the charity’s finances. At St Martin’s School this would be the Bursar.



Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

Recruitment Process

When the need for recruitment arises the Headmaster should consider the following points:

- What is the vacancy to be filled?
- Is this a replacement or new role?
- Is this a full or part-time vacancy?
- Are any changes anticipated which will require additional or different skills?

Prior to the commencement of any advertising campaign a Job Description (JD) and Person Specification (PS) should be prepared for the role. This will demonstrate the need and main duties to be completed and will assist the School in ensuring that the most suitable applicant is recruited.

The JD and PS must include the following:

Job Description

- main purpose of the role
- main duties of the role
- to whom the employee will report
- an introductory paragraph regarding the Department/School

A statement that 'the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties



of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Designated or Safeguarding Lead.'

Person Specification

- the skills and qualifications required for the particular role and personal characteristics which will include those relevant to working in an educational setting such as:
 - ability to motivate/work with pupils
 - ability to offer a high level of pastoral care to pupils
 - ability to develop a culture of mutual respect with pupils
 - adaptable and to be a team player
 - emotional resilience
- a statement that 'this position is subject to an Enhanced DBS certificate in the event of a successful application.'

Advertising Procedure

Once the advertising pack has been agreed the Headmaster's PA will process the advert for placing. Under normal circumstances adverts will be placed in either a national or local press such as the Times Educational Supplement, Watford Observer, ISBA website or any other appropriate media depending on the role. In some circumstances the School may choose only to advertise a position via its own website. In all cases the job will be posted to the 'MyNewTerm' portal accessible via the School's website and all advertisements will direct candidates to this portal/link to the job and application process.

All advertisements should include:

- brief information about the School
- details about the position and start date
- full or part time or a maternity cover
- where to obtain further information
- closing date for the receipt of application forms
- interview date(s)

All advertisements must include the following wording:



'The school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with past employers and the Criminal Records Bureau.

St Martin's School is an equal opportunities employer.'

Application Form

The School will only accept applications from candidates completing the relevant Application Form on-line via the MySchoolTerm portal, providing information regarding their academic and employment history and their suitability for the role. The recruitment portal ensures that all information required for the School to meet its safer recruitment processes is provided.

Applicants can find all relevant recruitment information on-line via the portal. introductory letter

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will have access to a Job Description and Person Specification for the role applied for.

As part of the application process any gaps in employment will be highlighted and candidates will be expected to provide satisfactory reasons for any gaps in employment. These will be reviewed and conformed with the candidate at interview.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information is submitted in confidence in a separate section of the application form which will only be seen by the Headmaster or Bursar. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Headmaster or Bursar for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position. Additionally, successful



applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration

The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare. As St Martin's has pupils aged from 3-13 years this guidance is deemed to apply to ALL staff.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Headmaster immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Headmaster or Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where



the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

Invitation to Interview

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, review gaps in employment and reasons given for them, and, explore all potential concerns. As well as gaps in employment, a history of repeated changes in employment or a mid-career change from a permanent to supply work will also be explored and verified at interview. A grid will be prepared to compare candidate's suitability based on the recruitment pack.

As part of the shortlisting process, the School will consider carrying out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

Shortlisted applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. This interview will be undertaken by the same staff members that determine the shortlist candidates

Shortlisted candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to electronically sign a declaration confirming that the information they have provided is true.

The School will obtain references prior to interview where the candidate has given permission. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

All formal interviews will have a panel of at least two people chaired by the Head/Bursar or another designated member of the Leadership Team. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will



be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children including where appropriate, any discussion of information shared by a candidate in their self-declaration form.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School will also request that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where applicable proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Those candidates not shortlisted will be informed that they are not required for interview.

The Interview

The purpose of the interview is to assess the merits of each applicant against the job requirements and explore their suitability to work with children. The interview will be conducted in person, which includes use of communication technology such as Skype, even if there is only one applicant. The areas which it will explore will include suitability to work with children as well as their relevant skills, experience and work history.

Applicants will receive a tour of the School and where possible, meet other colleagues in the department. Applicants for teaching posts should teach an observed lesson as



part of the selection process and support staff may be required to carry out a practical task.

All formal interviews will have a panel of at least two people chaired by the Headmaster, Bursar or another designated senior member of staff. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors will chair the panel for the Bursar's or Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, another panel member should be appointed as Chair.

Prior to the interview, the members of the panel should meet to:

- reach a consensus regarding the required standard for the role,
- consider the issues to be explored with each applicant and who on the panel will ask about each of those and agree the assessment criteria in accordance with the person specification
- an agreed list of questions prepared for the interview assessment form

Interviews will consist of both work-related and scenario-based child protection questions in order to establish how applicants react and to gauge their suitability to work with young people. An interview assessment form will be provided to the interviewers in order to assist them and record relevant information. Where an applicant is known personally to a member of the interview panel it should be declared before short-listing takes place. It may then be necessary to change the interview panel to ensure that there is no conflict of interest and that Equal Opportunity principles are adhered to.

For certain positions and, in particular, for senior or managerial positions it is most likely that there will be a two-stage interview process.

In the case of an internal applicant, it is likely that reliance can be placed on existing knowledge in terms of the suitability to work with children. If there are a mix of internal and external applicants for a position it is important that all other questioning is standardised to ensure that there is a level playing field for all candidates.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore the applicant's:

- knowledge, ability and attitudes;
- attitude toward children;
- ability to support the School's policies for safeguarding and promoting the welfare of children;



- gaps in the employment history;
- concerns or discrepancies arising from the information provided by the applicant and/or a referee.
- an opportunity is made for the candidate to ask questions

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will be scrutinised and any concerns resolved satisfactorily, before an appointment is confirmed.

The School will seek the references referred to in section 6 above for shortlisted candidates (including internal applicants) and will approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

One of the references must be from a senior person with 'appropriate authority' at the current or most recent employer. If the current/most recent employer does/did not involve work with children, where possible a further reference will be requested from an additional employer with whom the applicant most recently worked with children. Any reference provided by a relative or someone known to the applicant as a friend will be considered as a character reference and can only be accepted in addition, but not in exchange, to employer references. For teaching staff and other applicants who have worked in a school, the School will initially approach the Head for a reference.

All referees will be sent a copy of the JD and PS for the role which the applicant has applied. Where appropriate, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title, duties, reason for leaving, performance 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 allegation or concerns were found to be false, unsubstantiated 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 false, unsubstantiated or malicious;
- 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.

The School will only accept references obtained directly from the referee and will not rely on references, testimonials or open references provided by the applicant. The referee will be verified by a follow up telephone call by either the Headmaster, the Bursar or Headmaster's PA.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate e.g. if the answers are vague or incomplete. They will also be compared for consistency with the information provided by the applicant on their application form and any discrepancies will be addressed with the applicant.

Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post.

If references are not obtained prior to interview, the applicant should also be asked at interview if there is anything they wish to discuss in light of the questions that have been (or will be) put to his/her referees. All references will be scrutinised by the Headmaster prior to an appointment being confirmed.

Conditional Offer of Appointment: Pre-Appointment Checks

Following interview, successful applicants will receive a provisional offer of employment, this will be conditional on the following:

1. The agreement of a mutually acceptable start date and acceptance of the School's standard terms and conditions of employment;
2. Receipt of at least two satisfactory references (if these have not already been received).
3. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
4. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;

5. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - Planning and preparing lessons and courses for pupils
 - Delivering and preparing lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils;
6. Verification of professional qualifications, where appropriate;
7. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
8. **Where the successful candidate has worked or been resident overseas:** Such further checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
9. Satisfactory medical fitness;
10. Receipt of a signed Self Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
11. For a candidate to be employed into a senior management position as set out above under "Scope of this Policy", receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
12. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.



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

Medical Fitness

The School is required to verify the medical fitness of anyone appointed to a role, prior to the appointment being confirmed.

While it is the School's practice to ensure that all applicants complete a pre-employment health declaration, in certain circumstances the School may also seek further medical advice from a specialist or request that the applicant undertakes a full medical assessment. This will be discussed with the applicant should the need arise.

Where appropriate the School will consider reasonable adjustments in consultation with the applicant and the School will adhere to this procedure in accordance with the Equality Act 2010.

The information contained in the declaration will be held by the School and treated as confidential.

Criminal Records Policy

The School will refer to the Department for Education (DfE) document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

It is a condition of employment that applicants provide the original certificate to the School within two weeks of it being received. A convenient time and date for doing so should be arranged with the Headmaster's PA, Bursar or Deputy Bursar as soon as the certificate has been received and the original disclosure certificate must be provided prior to the first day of work

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

If disclosure is delayed



A short period of work is allowed under controlled conditions, at the Headmaster's discretion. However, if an 'enhanced disclosure' is delayed, the Headmaster may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
- The person in question is informed what these safeguards are; and
- It is recommended, but not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

Pre-employment Checklist & Commencement

A Recruitment checklist form will be completed by the Headmaster's PA. This provides an overview of documentation obtained and entered onto the Single Central Register and will be authorised by the Head or Bursar confirming the applicant may commence employment.

Once the successful applicant starts employment a full induction programme takes place. All new appointments will be confirmed after completion of a satisfactory probationary period.

Retention, Security of Records and Data Protection Obligations

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection and Records Retention Policies. Copies of DBS certificates will not be retained for longer than 6 months.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

Appendix 1 - Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

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

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, the School 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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School'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, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School'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 the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

