####

# Hillside Primary School

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**Recruitment Policy**

**(Statutory)**

**This policy has been adapted from the Wokingham Council Recruitment Policy**

**This policy was agreed by Governors and will be reviewed annually in line with Wokingham Council review dates**

|  |  |
| --- | --- |
| **Date:** | **Review Date:** |
| **January 2022** | **January 2023** |
| **January 2023** | **January 2024** |
| **January 2024** | **January 2025** |
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**Policy review**

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| --- | --- | --- | --- |
| **Date** | **Reviewer** | **Amendments** | **Next review** |
| November 2020 | J.Morsman | No amendments | November 2021 |
| January 2022 | J Morsman | No Amendments | Jan 2023 |
| December 2022 | JM/WBC | Update to reflect latest guidance in Keeping Children safe in Education – to include online searchesAddition of an optional ‘next in line’ policy for recruitmentFormatting changes | December 2023 |
| January 2024 | J Morsman/WBC | No amendments | Jan 2025 |
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# Contents Page

1. Summary 4
2. Recruitment and selection policy 4
3. Scope 4
4. Aims and objectives 4
5. Principles 5
6. Monitoring 5
7. GDPR 5
8. Recruitment process 6
	1. Objective 6
	2. Advertising 6
	3. Application Form 7
		1. Disability Confident Statement 7
	4. Job Description & Person Specification 7
	5. References 7
	6. Scrutinising & Shortlisting 8
	7. Interviews 9
		1. Invitation to Interview 9
		2. Interview Panel 10
		3. Scope of the Interview 11
		4. Remote Interviews 11
9. Conditional Offer of appointment 11
	1. Appointment & Promotion of Existing Staff 12
	2. Employment of Overseas Workers 12
10. Post Appointment Induction 13
11. Volunteers 13
12. Agency/supply teachers 14
13. Employees transferring from a WBC school 14
14. Employees joining from another LA 14

Appendix 1 Safer Recruitment Training

Appendix 2 Teacher Application Form

 Support staff Application Form

 Equal opportunities monitoring form

Appendix 3 Template Reference Request Forms

Appendix 4 Shortlist and Interview form

Appendix 5 Example Invitation to Interview Letter

Appendix 6 Guidance on Disclosure and Barring Service Checks

Appendix 6a Criminal Background Declaration form

Appendix 7 Guidance on the Childcare Disqualification Regulations (2009)

Appendix 7a Disqualification Form

Appendix 8 Pre-employment check- list

Appendix 9 Guidance on carrying out all recruitment checks and retention periods

Appendix 10 Guidance on completing the single central record

Appendix 10a Template Single Central Record

**1. Policy - Summary**

 This Recruitment Policy and procedure has been produced in line with the “Keeping children safe in education” statutory guidance document which came into force in July 2015 and was last updated in September 2021. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.

# 2 Recruitment and Selection Policy Statement

 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

 The school is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school’s performance and fundamental to the delivery of a high-quality service.

# 3 Scope

The policy applies to all employees and governors responsible for and involved in recruitment and selection of all school-based staff.

 The ultimate responsibility for recruitment and selection lies with the relevant body (Governing Body/Trust). The relevant body has delegated the responsibility for appointing staff, other than to the leadership group, to the Headteacher. The Governors will notify the Local Authority when appointing a new Headteacher.

 Guidance on recruiting for a new Headteacher can be obtained from WBC Governor Services.

 This policy does not form part of any employee’s contractual terms and conditions and any links within this document to other documents are for ease of use and do not form part of this policy.

# 4 Aims and Objectives

 To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process

 To ensure a consistent and equitable approach to the appointment of all school-based staff.

 To ensure all relevant equal opportunities legislation is adhered to and that shortlisting, interviewing and selection is carried out fairly and lawfully and candidates are not discriminated against on the grounds of race, nationality, gender or gender status, religion or belief, age, disability, marriage and civil partnership, sexual orientation, pregnancy and maternity or trade union membership.

 To ensure the most cost-effective use is made of resources in the recruitment and selection process.

 To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.

# 5 Principles

 The following principles are encompassed in this policy:

* All applicants will receive fair treatment and a high-quality service
* The job description and person specification are essential tools and will be used throughout the process
* Employees will be recruited on the knowledge, experience and skills needed for the job
* Selection should be carried out by a panel with at least two members. At least one panel member **MUST** have received safer recruitment training – see **Appendix 1.** Schools may choose appropriate training and may take advice from their LSCB in doing so. The training should cover, as a minimum, the content of the ‘Keeping children safe in education’ statutory guidance.
* Selection should be based on a minimum of completed application form, shortlisting, interview and two satisfactory references.
* Monitoring and Evaluation are essential for assessing the effectiveness of the process
* The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

**6 Monitoring**

In accordance with our obligations under the Equality Act 2010, Governing Bodies will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy.

**7 General Data Protection Regulation (GDPR)**

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purpose of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for six months, after which time they will be destroyed.

If you would like more information about how the school uses your data, please see our Privacy Notice, which is available: [(school](http://www.wokingham.gov.uk/privacy/) to put in link to own Privacy Notice)

**8 Recruitment Process**

# 8.1 Objective

 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school and to deter, reject and identify people who might cause harm to children, including any form of abuse. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

* Leave a positive image with unsuccessful applicants who may currently be involved in the school or customers of the LA or future employees.
* Give successful applicants a clear understanding of the post and what is expected of them
* Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children.

#  It is recommended that the paragraph below should be included in all Publicity materials, entries on Recruitment websites, advertisements, candidate information packs, person specifications, job descriptions, competency frameworks and induction training materials

*‘The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the DBS’*

**8.2 Advertising**

All posts will normally be advertised internally (those on maternity leave and long term absence must be made aware of all suitable vacancies) and externally where appropriate.

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner.

For all posts, information packs will be sent, or made available electronically. The information pack will generally consist of:

* A job description and person specification
* An application form, including an equal opportunities monitoring form
* A statement of terms and conditions relating to the post (location, hours, grade)
* Information about the recruitment process (interview format and dates)
* Any other relevant information regarding the post and the school

Applications received after the closing date will not be considered unless by prior agreement with the selection panel.

Applications made through means other than application forms will not be considered unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability

# 8.3 Application Form

 A standard application form should be used to obtain a common set of core data from all applicants. Curriculum Vitae drawn up by applicants in place of an application form must not be accepted. See **Appendix 2** for an example of a standard application form produced by the LA.

 **8.3.1 Disability Confident Statement**

All applicants who consider themselves to have a disability on their application and who meet the minimum requirements of the job as set out in the job description and employee specification will be offered an interview.

 Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

**8.4 Job Description and Person Specification**

An accurate job descriptionis required for all posts. A person specification is a profile of the necessary requirements for the post.

# 8.5 References

 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.

References should be sought on all short listed candidates, **including internal ones**, and should be obtained **before** interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.

References should cover a period of at least 5 years and include the most previous employer. References should be obtained from a person in authority and should be on headed paper wherever possible.

Open references and testimonials, i.e. “To Whom It May Concern” will not be accepted. Agreed references which have resulted from a settlement agreement will be carefully scrutinised.

In any case where two references have not been obtained on the preferred candidate **before** interview, the school must ensure that every effort is made to obtain these **after** interview and definitely ensure any concerns are resolved satisfactorily, before the person’s appointment is confirmed. Further advice can be sought from HR.

 On receipt references should be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification as appropriate.

 The information given should also be compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.

 Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

If an applicant is not currently employed in a role working with children, but has done so in the past, it is strongly advised that a reference is requested from the school/education establishment they were last employed in and reasons for leaving.

Employers are only able to ask about a candidate’s health and attendance at work following a job offer being made. A follow-on reference request for this purpose is recommended.

 Reference proformas are at **Appendix 3.**

# 8.6 Scrutinising and Shortlisting

 All applications should be scrutinised to ensure that they are fully and properly completed and that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

 In addition, in accordance with KCSIE guidance, as part of shortlisting schools should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

 Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant.

 As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid -career move from a permanent post to supply teaching or temporary work, also need to be explored and verified.

 Where shortlisted candidates have declared that they have unspent cautions, convictions, warnings or bind overs, or have proceedings pending, and/or have any sanctions imposed by the Teaching Agency then this will be followed up at interview as necessary. In certain circumstances it may be necessary to have a discussion with the application prior to the interview.

 All candidates should be assessed equally against the criteria contained in the person specification without exception or variation. An example shortlisting form is in **Appendix 4.**

The equal opportunities monitoring form must be removed prior to shortlisting. If an applicant has requested any reasonable adjustments this will be notified to the chair of the selection panel.

 **8.7 Interviews**

 The interview should assess the merits of each candidate against the job requirements and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

#  8.7.1 Invitation to Interview

 In addition to the arrangements for interviews - time and place, directions to the venue, membership of the interview panel - the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Enclosing a copy of the person specification can usefully draw attention to the relevant information. An example invitation to interview letter is at **Appendix 5**.

 All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate’s current name and address, and where appropriate change of name documentation.

 A copy of the documents used to verify the successful candidate’s identity and qualifications must be kept for the personnel file, in accordance with data protection legislation. The photocopy of any original document must be signed and dated by the person viewing it noting that they certify this is a true copy of the original.

#  8.7.2 Interview Panel

 It is not recommended that interviews are ever conducted by a single person. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

 The members of the panel should:

* have the necessary authority to make decisions about appointments;
* be appropriately trained, (one member of interview panels in schools **MUST** have undertaken safer recruitment training
* meet before the interviews to:

reach a consensus about the required standard for the job to which they are appointing;

* consider the issues to be explored with each candidate and who on the panel will ask about each of those;
* agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

#  8.7.3 Scope of the Interview

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

* the candidate’s attitude toward children and young people;
* their ability to support the authority/establishment’s agenda for safeguarding and promoting the welfare of children;
* gaps in the candidate’s employment history;
* concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
* ask the candidate if they wish to declare anything in light of the requirement for a DBS check.
* Appropriate selection activities such as classroom observation, group activities, written work as determined by the nature and duties of the vacant post.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything they wish to declare/discuss in light of the questions that have been (or will be) put to their referees. (And it is vital that the references are obtained and scrutinised before a person’s appointment is confirmed and before the individual starts work.)

All copies of any notes relating to your shortlisting and interview decisions must be retained for at least 6 months.

**8.7.4 Remote Interviews**

All candidates should be interviewed in person wherever possible. In the unlikely event that a remote interview is necessary the candidate must be treated and scored in the same way as all other candidates during the interview process.

# 9 Conditional Offer of Appointment: Pre Appointment Checks

 Any offer of employment to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre-employment checks. These include:

* the receipt of at least two satisfactory references
* verification of the candidate’s identity
* Satisfactory online search
* verification of the candidate’s medical fitness
* verification of qualifications
* verification of professional status where required e.g. QTS status (unless properly exempted), NPQH where required by school;
* a prohibition from teaching check for teaching posts (successful candidates holding QTS who are being appointed to TA roles or similar should be advised if a prohibition check is to be carried out on them)
* a check of the Children’s Barred List as part of a satisfactory DBS Enhanced Disclosure (see **appendix 6**)
* (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
* (for non teaching posts) satisfactory completion of the probationary period.
* Verification of eligibility to work in the UK
* Further checks on people living or working outside the UK
* A section 128 check for managers in academies and Free schools – see **Appendix 9**

Any unsatisfactory employment checks may lead to the consideration of withdrawal of a conditional offer of employment.

 All checks should be:

* documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS Code of Practice. Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record) Copies of DBS certificates should be kept for no longer than 6 months after appointment; and,
* followed up where they are unsatisfactory or there are discrepancies in the information provided.

**The photocopy of documents used to check identity and/or the right to work must be signed and dated by the person who has seen the originals noting that they can certify that the originals were seen by xxx person on y date.**

A checklist is provided in **Appendix 8** to assist in ensuring that all recruitment checks are conducted. **Appendix 9** gives guidance on checks and retention periods.

Where:

* the candidate is found to be on the Children’s Barred List, or,
* an applicant has provided false information in, or in support of, their application; or,
* there are serious concerns about an applicant’s suitability to work with children,

the facts should be reported to the police and/or the Disclosure and Barring Service, as appropriate

**9.1 Appointment and Promotion of Existing Staff**

The contribution of all staff within the school community is valued and key skill retention is sought, where possible. The school will support, as far as possible, the continued professional development of all staff as they seek promotion to new opportunities within the school, and across the Borough. All members of staff are therefore encouraged to consider their suitability for any vacancy with the school and Borough. Where a member of staff applies for a vacant post they will be given equal consideration to external candidates, based on the essential criteria for the post.

This school operates a ‘next in line’ policy where an offer may be made to a previously interviewed but unsuccessful candidate without the requirement for the post to be re-advertised. This is only applicable where the new post requires the same skills and qualifications, and the candidate has been previously interviewed and met the minimum criteria. The new post must become available within 6 months of the original interview.

**9.2 Employment of Overseas Workers**

No school will employ any individual who cannot demonstrate that they have the right to work in the UK, regardless of the individual’s colour or race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12 month period.

Any school that wishes to consider employing a migrant worker must seek HR advice.

WBC is licenced to sponsor migrant workers who require sponsorship in order to work in the UK under UK Border Agency rules. WBC complies with UK Border Agency requirements in relation to the points-based system for employing migrant workers and will ensure, prior to appointment, that a worker who is subject to immigration control can be employed within one of the existing tiers. WBC must also meet, as required, all necessary conditions relating to sponsorship, including conducting resident labour market tests, which will need to be carried out by the recruiting school.

# 10 Post Appointment Induction

The candidate will not normally commence employment until all relevant pre-employment checks have been completed and must not start until at least the candidate’s identity and right to work in the UK have been established. In exceptional circumstances the Headteacher may determine to allow an individual to commence employment in regulated activity prior to the receipt of the DBS check. In these circumstances, all other checks, including a separate barred list check where appropriate, must have been completed and the candidate will not be left to work unsupervised. A risk assessment will also be carried out to determine whether other safeguarding measures may need to be put in place.

**All** staff members should be made aware of systems within their school or college which support safeguarding, and these should be explained to them as part of staff induction. This should include:

 • the child protection policy,

 • the code of conduct and

 • the role of the designated safeguarding lead.

 **All new staff must be provided with and read Part one of Keeping Children Safe in Education which is available at:**

[*https://www.gov.uk/government/publications/keeping-children-safe-in-education--2*](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

# 11 Volunteers

 Volunteers are also seen by children as safe and trustworthy adults, and when the school is actively seeking governors and other volunteers and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff. In other circumstances, for example where the school approaches a parent who is well known to the school to take on a particular role, a streamlined procedure can be adopted - seeking references, checking to ensure others in the school community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person’s aptitude and suitability. A DBS Enhanced Disclosure may be appropriate – further guidance is contained at **Appendix 6**. In other circumstances, e.g., where a volunteer’s role will be “one -off” - accompanying teachers and pupils on a day outing, helping at a concert or school fete, those kind of measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. Where volunteers recruited by another organisation work in a school, e.g., sports coaches from a local club, the school should obtain assurance from that organisation that the person has been properly vetted.

 Further information about using volunteers can be found in the Volunteer Policy.

**12 Agency/Supply Teachers**

 It is important thorough checks are made on anybody who will be working in a school, both to prevent unsuitable people from gaining access to children and to maintain the integrity of the teaching profession.

Schools must have written confirmation that the agency has carried out the necessary checks. Schools using teacher recruitment apps should be particularly careful that the necessary checks have been done and if in doubt should carry out further checks themselves.

 Where a teacher is directly employed following a period of agency working it is essential that the school carries out all of the checks normally conducted on a new employee.

**13 Employees transferring from one WBC school to another**

 The new school MUST complete all recruitment checks, including transfers from Academy and Free schools. Assumptions must not be made that the previous school’s checks can be accepted by the new school. It may be possible to accept a DBS check from another WBC school if there has not been a break in employment of more than 3 months – see **Appendix 6**

**14 Employees joining a WBC school from another Authority, including Academy and Free Schools**

All recruitment checks must be carried out including an Enhanced DBS with barred list check.

**Appendix 1 – Safer Recruitment Training**

It is a legal requirement that recruitment panels appointing paid school staff and volunteers into the children and families workforce must include at least one person who has been safer recruitment trained.

**It is a requirement for at least one person on any appointment panel to have undertaken safer recruitment training**. Schools may choose appropriate training and may take advice from their LSCB in doing so. The training should cover, as a minimum, the content of the ‘Keeping children safe in education’ statutory guidance’.

The KCSIE guidance states:

It is vital that governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.

Governing bodies and proprietors should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of Part three of the guidance.

The School Staffing (England) Regulations 2009 and the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 require governing bodies of maintained schools and management committees of pupil referral units (PRUs) to ensure that at least one of the persons who conducts an interview has completed safer recruitment training.

Governing bodies of maintained schools and management committees of PRUs may choose appropriate training and may take advice from the safeguarding partners in doing so.

Suitable on-line training is provided by the NSPCC:

<http://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/>

**Appendix 2 – Application forms**

**A Support Staff CONFIDENTIAL **

**SUPPORT STAFF APPLICATION FORM**

**SCHOOL:**

**POST APPLIED FOR:**

**Where did you see this post advertised?**

Please complete this form clearly in **black ink or typescript**. Please do not include a separate curriculum vitae. Please continue on a separate page if needed and indicate any continuation on this form.

**1 PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:**  |  | **First Name:** |  |
| **Previous Surname:** |  | **Any other previous name changes:** |  |
| **Title:** |  | **NI Number:** |  |
| **Home Address:****Postcode: Email:****Telephone Number: Mobile Number:** |

|  |  |
| --- | --- |
| **2** **EDUCATION & QUALIFICATIONS (most recent first)** |  |

Please give details of secondary and further education and qualifications you gave gained or are undertaking, including any GCSEs, “A” levels, Degree or equivalent below.

If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates attended from (mm/yyyy)** | **To (mm/yyyy)** | **Name of school/college/other institution** | **Qualifications obtained and grade/level** |  |
|  |  |  |  |
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| --- |
| **3 TRAINING AND QUALIFICATIONS****Give details of any other certificates with dates: Vocational training. Professional qualifications , membership of Professional Institutions**  |
|  |

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| --- |
| **4 Employment Details – Current or Last Employment** |
| **Name and address of current/most recent employer or college/school** | **Job Title:**  |
|  | **Start Date**:  |
| **Notice Required:**  |
| **Date of Leaving (if applic):**  |
| **Basic Salary:**  |
| **Allowances:**  |

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| --- |
| Please briefly outline your main duties and responsibilities or details of your studies if leaving education. |
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| --- |
| Why do you wish to leave your present employment/why did you leave your last employment? |
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| --- |
| **5 Employment Details – Previous Employment**  |

Start with most recent employment first. If necessary continue at end of application form until all employment history is shown.

|  |
| --- |
| **Name of Previous Employer**:  |
| **Post Held:**   |
| **Dates Employed From**: **To:** **Salary:** |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving**: |

|  |
| --- |
| **Name of Previous Employer**:  |
| **Post Held:**   |
| **Dates Employed From**: **To:** **Salary:** |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving**: |

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| --- |
| **Name of Previous Employer**:  |
| **Post Held:**   |
| **Dates Employed From**: **To:** **Salary:** |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving**: |

**6 PERIODS NOT IN EMPLOYMENT OR TRAINING**

**You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary.**

|  |  |
| --- | --- |
| **Date** | **Reason for Periods not in Employment or Training** |
| **From** | **To** |
|  |  |  |
|  |  |  |
|  |  |  |

**7 RELEVANT SKILLS AND EXPERIENCE**

Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any

Other areas such as temporary work, voluntary work, study or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.

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**8 FURTHER INFORMATION**

Please use the space below to provide us with any additional information that you consider may be relevant to your application

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**9 REFEREES**

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends. It is our policy to take up references prior to interview. If you have any concerns about this please contact us.

**Present/Last Employer**

**Name:**

Position:

Address:

Post Code: Telephone No:

E mail:

**Second Referee**

**Name:**

Position:

Address:

Post Code: Telephone No:

E mail:

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer where you were most recently employed/ volunteered to work with children.

**Name:**

Position:

Address:

Post Code: Telephone No:

Email:

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns (unless these were considered to be false, unsubstantiated or malicious) and if so the outcome of any enquiry or disciplinary procedure.

**10 DECLARATION OF CRIMINAL CONVICTIONS**

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information, subject to filtering rules, about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. This post is subject to receipt of satisfactory Enhanced Disclosure clearance obtained from the Disclosure and Barring service

**11 General Data Protection Regulations (GDPR)**

The information you have supplied is required for the purpose of recruitment and selection only and is in accordance with Data Protection legislation.

The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.

In addition, in accordance with KCSIE guidance, as part of shortlisting we may carry out an online search as part of our due diligence on shortlisted candidates

**By signing the declaration at the end of the application form, you give permission for your details to be used in this way.**

If your application is unsuccessful your information will be retained for a period of 12 months in accordance with legal requirements and for administration purposes. after which it will be disposed of using appropriate process.

Under the General Data Protection Regulations 2016 and Data Protection Act 2018 (the Data Protection Legislation) you have a right of access to the information we hold about you for which we may charge a small fee and you have the right to correct any inaccuracies in your information.

If you would like more information about how the school uses your data, please see the Privacy Notice on the school’s website.

**12 FOR PERSONS WHO ARE NOT BRITISH NATIONALS**

If you have any conditions related to your employment please give full details below:

**13 DECLARATION**

Are you related or have a close relationship within the Council (including Councillors and Governors)

**Yes/No** If Yes please provide details

I have the legal right to live and work in the UK

Yes/No

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B – Teacher Application form** **CONFIDENTIAL** 

**TEACHER APPLICATION FORM**

**SCHOOL:**

**POST APPLIED FOR:**

 **Where did you see this post advertised?**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete this form clearly in **black ink or typescript**. Please **do not** include a separate curriculum vitae. Please continue on a separate page if needed and indicate any continuation on this form.

**1 PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:**  |  | **First Name:** |  |
| **Previous Surname:** |  | **Any other previous name changes:** |  |
| **Title:** |  | **NI Number:** |  |
| **Teacher No:** |  |
| **Home Address:****Postcode: Email:****Telephone Number: Mobile Number:** |

**2 EDUCATION & QUALIFICATIONS**

Do you have Qualified Teacher Status (QTS)? **YES/NO**

Have you completed Induction? **YES/NO**

***Teachers appointed before 7 May 1999 are not required to have completed Induction.***

**If you are currently undertaking Teacher Training complete 2 and 3 and then go straight to number 7.**

Please give details of secondary and further education including any “A” levels or equivalent vocational courses below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates attended from (mm/yyyy)** | **To (mm/yyyy)** | **Name of school/College/Other institution** | **Qualifications obtained and Grade/level** |
|  |  |  |  |

Please give any details of any Higher Education and equivalent courses below. Include any courses that you have not yet completed unless these arerelated to Initial Teacher training.

If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates attended from (mm/yyyy)** | **To (mm/yyyy)** | **Name of University/Other institution** | **Qualifications obtained and Grade/level** | **Name of Awarding Body** |
|  |  |  |  |  |

**3 LIST ANY OTHER RELEVANT TRAINING UNDERTAKEN**

Please give details of any other professional or vocational qualifications you hold that are relevant to your application

|  |  |  |
| --- | --- | --- |
| **Dates obtained** | **Qualification and Grade / Level obtained** | **Name of Awarding Body** |
|  |  |  |

**4 CURRENT EMPLOYMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer/LA** | **Name & Type of School** | **No. on Roll** | **Age Group(s) Taught** | **Job Title** | **From** | **To** |
| **D/M/Y** | **D/M/Y** |
|  |  |  |  |  |  |  |
| **Current Salary** |  |
| **Reason for Leaving** |  |

**5 ADDITIONAL ALLOWANCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **SAFEGUARDED****ALLOWANCE** | **TLR** | **SEN** | **Recruitment & Retention** |
|  |  |  |  |

**6 PREVIOUS TEACHING EXPERIENCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer/LA** | **Name & Type of School** | **No. on Roll** | **Age Group(s) Taught** | **Job Title** | **From** | **To** |
| **D/M/Y** | **D/M/Y** |
|  |  |  |  |  |  |  |
| **Reason for Leaving** |  |
|  |  |  |  |  |  |  |
| **Reason for Leaving** |  |
|  |  |  |  |  |  |  |
| **Reason for Leaving** |  |
|  |  |  |  |  |  |  |
| **Reason for Leaving** |  |
|  |  |  |  |  |  |  |
| **Reason for Leaving** |  |

**7 TEACHER TRAINING**

This section should only be completed if you are currently undertaking Teacher training

|  |
| --- |
| **Name and address of College/University:** |
| **Course of study:** |
| **BEd** |  | **BA/BSc** |  | **PGCE**  |  | **School Direct** |  |
| **Date when you gain Qualified Teacher Status (QTS):** |

**8 TEACHING EXPERIENCE**

This section should only be completed if you are currently undertaking Teacher training

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer/LA** | **Name & Type of School** | **No. on Roll** | **Age Group(s) Taught** | **Job Title** | **From** | **To** |
| **D/M/Y** | **D/M/Y** |
|  |  |  |  |  |  |  |

**9 EMPLOYMENT EXPERIENCE OTHER THAN TEACHING**

Please include full-time, part-time and voluntary positions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Job Title/Responsibilities** | **Salary** | **From** | **To** |
| **D/M/Y** | **D/M/Y** |
|  |  |  |  |  |
| **Reason for Leaving** |  |
|  |  |  |  |  |
| **Reason for Leaving** |  |

**10 PERIODS NOT IN EMPLOYMENT OR TRAINING**

**You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary.**

|  |  |
| --- | --- |
| **Date** | **Reason for Periods not in Employment or Training** |
| **From** | **To** |
|  |  |  |
|  |  |  |
|  |  |  |

**11 SUPPLEMENTARY INFORMATION IN SUPPORT OF YOUR APPLICATION**

Within this supplementary information, please include a statement of personal qualities and experience you believe are relevant to your suitability for the post advertised and how you meet the person specification.

**12 REFEREES**

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. **For those undertaking Teacher training** please provide details of your college tutor and the Headteacher of a school where you have undertaken teaching practice.

**If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal.** References will not be accepted from relatives or from people writing solely in the capacity of friends.

**Applicants for Headteacher posts:**

Names, addresses and status of two people who can comment on your leadership/management skills and

suitability for this post. The referees should be your most recent employer and a Local Authority or

equivalent representative.

**It is our policy to take up references prior to interview. If you have any concerns about this please contact us.**

## First Referee

**Name:**

Position:

Address:

Post Code: Telephone No:

E mail:

**Second Referee**

**Name:**

Position:

Address:

Post Code: Telephone No:

E mail:

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer where you were most recently employed/ volunteered to work with children.

**Name:**

Position:

Address:

Post Code: Telephone No:

Email:

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns (unless these were considered to be false, unsubstantiated or malicious) and if so the outcome of any enquiry or disciplinary procedure.

**13 DECLARATION OF CRIMINAL CONVICTIONS**

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information, subject to filtering rules, about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. This post is subject to receipt of satisfactory Enhanced Disclosure clearance obtained from the Disclosure and Barring service

**General Data Protection Regulations (GDPR)**

The information you have supplied is required for the purpose of recruitment and selection only and is in accordance with Data Protection legislation

The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.

In addition, in accordance with KCSIE guidance, as part of shortlisting we may carry out an online search as part of our due diligence on shortlisted candidates

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

If your application is unsuccessful your information will be retained for a period of 12 months in accordance with legal requirements and for administration purposes. after which it will be disposed of using appropriate process.

Under the General Data Protection Regulations 2016 and Data Protection Act 2018 (the Data Protection Legislation) you have a right of access to the information we hold about you for which we may charge a small fee and you have the right to correct any inaccuracies in your information.

If you would like more information about how the school uses your data, please see the Privacy Notice on the school’s website.

**14 FOR PERSONS WHO ARE NOT BRITISH NATIONALS**

If you have any conditions related to your employment please give full details below:

**15 DECLARATION**

Are you related or have a close relationship within the Council (including Councillors and Governors)

### Yes/No **If Yes please provide details**

I have the legal right to live and work in the UK

**Yes/No**

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C – Equal Opportunities Monitoring Form

**EQUAL OPPORTUNITIES MONITORING**

The School is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The School will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, disability, age, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and **return with your application form.** The information will be used for monitoring purposes and will not be available to those involved in the selection process.

This information is collected in line with GDPR guidelines. If you would like more information about how the school uses your data, please see the Privacy Notice on the school’s website

|  |  |
| --- | --- |
|  | **Please complete or select entry** |
| **Post Applied For** |  |
| **Full Name** |  |
| **Gender:** | Female Male  |
| **Date of Birth** |  |
| **Marital Status** |  Single / Married / Divorced / Separated / Widowed |

|  |
| --- |
| I would describe my cultural and ethnic origin as: *(Please select the appropriate description to indicate your cultural background)* |
| White - British |  |
| White - Irish |  |
| Any Other White Background |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any Other Mixed background |  |
| Indian  |  |
| Pakistani |  |
| Bangladeshi |  |
| Any Other Asian Background |  |
| Black Caribbean |  |
| Black - African |  |
| Any Other Black Background |  |
| Chinese |  |
| Any Other Ethnic Group |  |
| The school seeks to make reasonable adjustments to the work environment and work practice in need to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 Act please answer the following questions:Do you consider you have a disability? Yes/ No (If yes, please provide details below)Please give details below of any adjustment which would need to be made if you were invited to interviewPlease give details below of any adjustment which would need to be made in order for you to be able to carry out the duties of the job if appointed.  |
| Printed Signature: Date: |

|  |  |
| --- | --- |
| **Appendix 3 – Reference requests****A - Teachers****Reference Request for School Teachers** |  |
| Candidate Name:Position applied for: |
| **In what capacity did you employ the applicant?**Most Current Job Title:Most Current Salary/Payscale:Dates of Employment: From: To: |
| Main Duties and responsibilities |
|  |
| **Assessment**: Please give your assessment of the candidate’s professional abilities below. Please continue on a separate sheet where appropriate

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***Excellent*** | ***Good*** | ***Satisfactory*** | ***Needs development*** | ***unsatisfactory*** | ***Comment*** |
| Quality of teaching |  |  |  |  |  |  |
| Classroom environment |  |  |  |  |  |  |
| Relationships with colleagues |  |  |  |  |  |  |
| Relationships with pupils |  |  |  |  |  |  |
| Relationships with parents |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |
| Discipline |  |  |  |  |  |  |
| Classroom organisation |  |  |  |  |  |  |
| Classroom management |  |  |  |  |  |  |
| Planning |  |  |  |  |  |  |
| Assessment |  |  |  |  |  |  |
| Differentiation |  |  |  |  |  |  |
| Curriculum leadership where applicable |  |  |  |  |  |  |
| Contribution to staff team |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
| Tenacity to see through change |  |  |  |  |  |  |
| Written communication skills |  |  |  |  |  |  |
| Oral communication skills |  |  |  |  |  |  |
| Receptiveness to change |  |  |  |  |  |  |
| Meeting deadlines |  |  |  |  |  |  |
| Please record any additional comments that you would like to make in relation to this candidate: |  |

 |
| **Additional** : If you answer NO to question a) or YES to question d) please provide additional details. If more space is required please attach a separate sheet. |
| a) Would you re-employ?  | Yes | No |
| (If no please provide further information) |
| b) Why did this candidate leave your employment |
|  |
| c) How long have you known this candidate and in what capacity |  |
| d) Has there ever been any disciplinary action taken against the candidate  | Yes | No |
| What was the reason for disciplinary action |
| When did it occur |
| Please include :* details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current;
* details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and,
* details of any allegations or concerns that have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

**Please do not include details of any allegation or disciplinary action where the allegation was found to be false, unsubstantiated or malicious.**  |
|  |
|

|  |  |  |
| --- | --- | --- |
| Has the candidate been subject to formal capability action within the last two years? Please note that under the School Staffing (England) (Amendment) Regulations 2012, maintained schools are required to provide this detail, where requested, in respect of candidates applying for teaching positions in maintained and academy schools. | Yes | No |

 |
| If Yes please provide full details |
| Please comment on the suitability of the candidate to this position. You should include the candidate’s current knowledge compared to that required for this post, personal attributes and potential to develop in this role. A job description, including a person specification is attached to help you provide the comprehensive assessment. |
|  |
| **Suitability to work with children**  |
| Do you know of ANY reason why this applicant may not be suitable to work with children?  | Yes | No |
| If yes please give details |
|  |
| Under the General Data Protection Regulations (GDPR) your consent is required before we may disclose to the data subject the information contained in this referenceI do/do not agree to the disclosure of the information contained in this reference |
| Signed  |  | Position |  |
| Name |  | Tel. Number |  |
| Relationship to candidate (i.e. Manager)  |
| Do you wish to talk further to the Recruiting Manager  | Yes | No |

Please return to <Name and Address>…………………………………………

|  |  |
| --- | --- |
| **B – Support Staff****Reference Request for School Support Staff** |  |
| Candidate Name:Position applied for: |
| **In what capacity did you employ the applicant?**Job Title:Salary/Payscale:Dates of Employment: From: To: |
| Main Duties and responsibilities |
| **Assessment**: Please give your assessment of the candidate’s abilities below, by ticking the most appropriate box, a space is provided for additional comments please continue on a separate sheet where appropriate. |
|  | Excellent | Good | Satisfactory | Poor | Comment |
| Time Keeping |  |  |  |  |  |
| Quality of Work |  |  |  |  |  |
| Attitude to Work |  |  |  |  |  |
| Ability to Work without Supervision |  |  |  |  |  |
| Professional Knowledge/Skills/Ability |  |  |  |  |  |
| Managerial style/ability/experience |  |  |  |  |  |
| Team Working |  |  |  |  |  |
| **Additional** : If you answer NO to question a) or YES to question d) please provide additional details. If more space is required please attach a separate sheet. |
| a) Would you re-employ?  | Yes | No |
| (If no please provide further information) |
| b) Why did this candidate leave your employment |
|  |
| c) How long have you known this candidate and in what capacity | Years |
|   |
| d) Has there ever been any disciplinary action taken against the candidate  | Yes | No |
| What was the reason for disciplinary action |
| When did it occur |
| Please include :* details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current;
* details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and,
* details of any allegations or concerns that have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.
* Please do not include details of any allegation which was proven to be unsubstantiated, false or malicious.
 |
| Please comment on the suitability of the candidate to this position. You should include the candidate’s current knowledge compared to that required for this post, personal attributes and potential to develop in this role. A job description, including a person specification is attached to help you provide the comprehensive assessment. |
|  |
| **Suitability to work with children or vulnerable adults** |
| Do you know of ANY reason why this applicant may not be suitable to work with children or vulnerable adults?  | Yes | No |
| If yes please give details |
|  |
| Under the General Data Protection Regulations (GDPR) your consent is required before we may disclose to the data subject the information contained in this referenceI do/do not agree to the disclosure of the information contained in this reference |
| Signed  |  | Position |  |
| Name |  | Tel. Number |  |
| Relationship to candidate (i.e. Manager)  |
| Company stamp if available  |
| Do you wish to talk further to the Recruiting Manager  | Yes | No |

|  |  |
| --- | --- |
| **C - Headteachers****Reference Request for Headteachers** |  |
| Candidate Name: |
| **In what capacity did you employ the applicant?**Job Title:Salary/Payscale:Dates of Employment: From: To: |
| **Assessment**: Please give your assessment of the candidate’s professional abilities indicating any areas of strength and any areas which require development/improvement. If the candidate is currently serving as a Headteacher please comment with reference to the national standards of excellence for headteachers (copy attached).Where the candidate is not currently serving as a Headteacher please indicate your assessment of the candidate’s professional abilities in their current role and how prepared they are, in your opinion, for a Headship role.  |
| **Additional** : If you answer NO to question a) **or** YES to question d) please provide additional details. If more space is required please attach a separate sheet. |
| a) Would you re-employ?  | Yes | No |
| (If no please provide further information) |
| b) Why did this candidate leave your employment |
|  |
| c) How long have you known this candidate and in what capacity | Years |
| In what capacity  |
| d) Has there ever been any disciplinary action taken against the candidate (see below for what should be included\*)  | Yes | No |
| What was the reason for disciplinary action |
| When did it occur |
| \*Please include :* details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current;
* details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and,
* details of any allegations or concerns that have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.
* **Please do not include details of any allegation which was proven to be false, unsubstantiated or malicious.**
 |
| Has the candidate been subject to formal capability action within the last two years? Please note that under the School Staffing (England) (Amendment) Regulations 2012, maintained schools are required to provide this detail, where requested, in respect of candidates applying for teaching positions in maintained and academy schools.YES/NOIf YES please provide details below |
| **Suitability to work with children**  |
| Do you know of ANY reason why this applicant may not be suitable to work with children?  | Yes | No |
| If yes please give details |
| Under the General Data Protection Regulations (GDPR) your consent is required before we may disclose to the data subject the information contained in this referenceI do/do not agree to the disclosure of the information contained in this reference |
| Signed  |  | Position |  |
| Name |  | Tel. Number |  |
| Relationship to candidate (i.e. Chair of Governors)  |
| Do you wish to talk further to the Recruiting Manager  | Yes | No |

**D – Reference letter request**

Letter or e-mail

Example letter to be sent with reference request

Dear ………………

Reference request for ………………………………..

The above candidate has given us your name as a referee. I would be very grateful therefore if you would complete the enclosed reference form and return it to this e-mail address.

I would be most grateful if you could complete all sections.

To give you a better awareness of the nature and demands of the job the applicant has applied for, I enclose/ attach a copy of the relevant Job Description and Person Specification.

As this post is working within the education sector we are obliged to obtain details of their employment with you, which at the very least must include dates of employment, job title and whether you have concerns regarding their suitability to work with children (if applicable).

Information provided in this reference will only be used for the purposes of recruitment and selection and will be held in accordance with Data Protection legislation. We have the express consent of the applicant to approach you for this information.

I would be grateful if you would return this form within two working days.

Thank you for taking the time to complete this reference. Should you have any queries please contact …………………………….

Yours sincerely

…………………………

**E – Reference request Health**

***Example letter to be sent with follow on request for health information – post job offer only***

***To be sent only to the current/most recent employer***

Dear ………………

Reference request for ………………………………..

Thank you for completing the reference for the above candidate.

The candidate has been offered to post subject to a number of pre-employment checks. As part of this process I would be grateful if you would complete the attached form and return it to ……………………………..

Information provided in this reference will only be used for the purposes of recruitment and selection and will be held in accordance with Data Protection legislation. We have the express consent of the applicant to approach you for this information.

I appreciate your assistance with this matter and look forward to your reply at your earliest convenience.

Yours sincerely

…………………………

**Appendix 4 – Shortlisting and Interview form**

**Shortlisting Guidance Notes**

The purpose of short-listing is to consider each applicant against the essential and desirable criteria on your job description/selection criteria to identify which applicants meet the criteria and should be called for interview.

All applications should be carefully scrutinised to ensure they are fully and properly completed, checking for the following and exploring further at interview:

* Gaps in employment
* Reasons for repeated and/or regular/frequent changes in employment
* Anomalies or discrepancies in information contained within the form

All applications must be assessed equally against the same criteria, without exception.

Where possible all employment checks should be completed between shortlisting and interview. By doing this, any information about past disciplinary action, allegations or discrepancies can be followed up at interview.

Information from references should be compared with information on the application form to ensure that the information provided is consistent. Any discrepancies should be taken up with the applicant.

Over the page is a shortlisting pro-forma to assist you with the shortlisting procedure. You should write text against each candidate for each of the criteria listed, or use a rating systems (e.g. where 1 = does not meet the criteria and 5 = meets criteria fully). There may be some elements of the criteria from the person specification which are not measurable from the application form. These should simply be marked “not measurable”.

**Note: Some application forms are emailed – could you ensure that all unsigned forms are signed at interview.**

## POINT SCORE KEY

Fully meets the criteria = 3

Meets most of the criteria = 2

Meets some of the criteria = 1

Does not meet criteria = 0

|  |  |  |
| --- | --- | --- |
| **Shortlisting Criteria**Applicants Name:  Post Title: Post No: | **Score****(insert points for each criteria)** | **Shortlisting/Interview Notes**(Please justify your scoring by making notes below) **Name of person shortlisting:** |
| **Knowledge / Qualifications:**Please extract from person specification  |  |  |
| **Skills:**Please extract from person specification |  |  |
| **Experience:**Please extract from person specification |  |  |
| **Other Criteria**: (e.g. right to work, well-written application, gaps in dates explained) |  |  |
|  **TOTAL SCORE**  |  | Shortlist this candidate YES/NO Appoint this candidate YES/NO  |

Should any candidate complain of unfair selection or discrimination your shortlist and interview decisions must be available, it is advisable to keep copies to assist you should a complaint be made
Please also note, copies of any notes relating to your shortlisting and interview decisions are important to keep for at least 12 months.

**Appendix 5 Example invitation to interview Letter**

Dear Candidate,

TITLE: <POST DETAILS>

Following receipt of your application form I am pleased to advise you that you have been short listed for the above post and are therefore invited to an interview on <DATE>

The interview will take place at <TIME> and will be held at <ADDRESS>.  Directions to the school are enclosed for your information and you will be met on arrival at the main reception area.

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

In preparation of your interview you are requested to create a 15 minute presentation on the subject of <SUBJECT> and present to the panel immediately following the interview. Do not hesitate to contact us if you require other equipment or resources. OR other task

The panel will comprise of <NAMES OF PANEL AND POST TITLES>

The interview will take places as follows:

<TIME>                    Panel Interview                                           45 minutes

<TIME>                    Questions from panel and candidate          20 minutes

<TIME>                    Presentation                                               15 minutes

The selection process and interview questions have been structured around the person specification and job description which were provided with details of the vacant post. We have enclosed an extra copy of these with this letter to assist you with your preparation.

Please also bring with you the following documents:

* Original documents confirming your qualifications
* Identity documents (please see link below for acceptable documentation)
* Disclosure of criminal background form

This post is also subject to a DBS check. If you hold a DBS certificate and you are subscribing to the Update service, you will be asked for your details if you are successful in your application. If you are not subscribing to the Update service, we will apply for a new DBS check should we make you an offer of employment. In either case we require documentary evidence of your identity, and you are requested to bring this to interview. The current acceptable documents are listed at:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>

When attending interview you must bring **original** documentation with you that, should you be appointed will be photocopied and placed on your personal file, in accordance with GDPR guidance.

In addition, in accordance with KCSIE guidance, as part of shortlisting we may carry out an online search as part of our due diligence on shortlisted candidates.

**Please be aware that we also take up references prior to interview. If this causes you a problem, please contact <name and telephone number> as soon as possible to discuss.**

I would be grateful if you could contact <name and telephone number> to confirm your attendance at the interview and whether you require any other equipment or resources for your presentation. If you have any questions/queries relating to the selection process, he/she will be happy to respond to them.

Please let me know if you have any requirements that we need to be aware of to enable you to fully participate in the interview and selection process. If you are successful at interview, medical clearance will need to be obtained.

I look forward to meeting you on <DATE>

Yours sincerely,

<NAME>

Headteacher

Encl:

Directions to school

Job Description and Person Specification

If applicable, any information regarding presentations/group work/selection tests

**APPENDIX 6**

**GUIDANCE ON DISCLOSURE AND BARRING SERVICE CHECKS**

There are three levels of DBS check

**Standard** This checks for spent and unspent convictions, cautions, reprimands and final warnings.

**Enhanced** This includes the same as the standard check plus any additional information held by local police that’s reasonably considered relevant to the workforce being applied for. For schools the relevant workforce is child workforce.

**Enhanced with list checks** This is like the enhanced check, but includes a check of the Children’s barred list held by the DBS.

**WHO NEEDS TO HAVE A DBS CHECK AND AT WHAT LEVEL?**

All staff and volunteers working in regulated activity are required to have an Enhanced DBS check including a barred list check.

The current definition of Regulated Activity with regard to activities working with children is set out below.

(a) **Unsupervised activities**: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being or driving a vehicle only for children.

(b) Working for a limited range of establishments (known as ‘specified places’), with opportunity for contact, e.g. **schools**, children’s homes, childcare premises **(but not work by supervised volunteers).**

*Work in (a) and (b) above still has to be carried out on a regular basis. The current definitions have not changed:*

*Frequently - at least once a week*

*Intensively - 4 days or more in a 30 day period*

*Overnight - between the hours of 2am and 6am.*

(c) Relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional, even if done once.

(d) Registered child-minding and foster carers.

Some adults who come onto school premises may not be working in regulated activity, but may have regular contact with children, for example supervised volunteers or contract staff. In these cases you are not legally entitled to obtain an Enhanced DBS check with a barred list check, but you may obtain an Enhanced DBS check – without a barred list check. Further guidance for the different categories of adults coming into school is given below.

**WHAT LEVEL OF DBS CHECKS MUST SCHOOLS CARRY OUT IN RELATION TO:**

**EMPLOYEES**

All individuals employed or engaged directly by the school must be regarded as undertaking ‘regulated’ activity.

Enhanced DBS checks are required with a check of the children’s barred list.

**VOLUNTEERS**

Unsupervised volunteers who are working regularly in the school (as defined in the table above) are carrying out regulated activity and must have an Enhanced DBS check including a check of the Children’s Barred List.

Supervised volunteers are not carrying out a regulated activity. Schools will need to determine whether or not volunteers are ‘supervised’ (to a reasonable level) by someone who has been DBS checked with a barred list check when determining whether or not they are undertaking ‘regulated activity’. If the school considers that a volunteer is adequately supervised there is no requirement to carry out a DBS check. However you may do so if the work is regular. You will not however be entitled to ask whether the volunteer is barred from working with children.

Statutory guidance is available to assist Headteachers in determining whether volunteers are supervised or unsupervised. It can be found at:

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/280881/supervision_of_activity_with_children_which_is_regulated_activity_when_unsupervised.pdf>

Headteachers are advised to look at the guidance in detail, but key points are 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”.

Supervision does not mean that the supervisor has to be present all the time.

Ofsted has said ‘where an early years setting, school or college has recruited volunteers who are not checked, inspectors should explore with senior leaders and governors how the registered provider or school has reached this decision – for example how it has assessed the level of supervision provided. ‘

**Under no circumstances should a volunteer who is proposing to work in regulated activity and in respect of whom no checks have been obtained be left unsupervised with children**

**GOVERNORS**

Governors in maintained schools are required to have an enhanced criminal records certificate from the DBS. It is the responsibility of the governing body to apply for the certificate for any of their governors who does not already have one. Governance itself is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

If a school governor is to be involved in regular unsupervised voluntary work with children in a school, they will be undertaking regulated activity, but only because they are undertaking unsupervised voluntary work, not because they are a school governor.

Governors deemed to be in regulated activity as indicated above must have an Enhanced DBS check with a barred list check.

The table below summarises the checks for governors in different categories of schools:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Enhanced Disclosure and Barring Service (DBS) checks** | **DBS barred list checks** | **Section 128 direction checks** | **Identity checks\*** | **Right to work in the UK check** | **Checks for those who have lived or worked outside the UK** |
| **Maintained school governor** | Yes | Only if engaging in regulated activity | Yes | No | No | No |
| **Academy trustee** | Yes | Only if engaging in regulated activity | Yes | Yes | Yes | Where deemed necessary |
| **Chair of trustees** | Yes (must be countersigned by secretary of state) | Only if engaging in regulated activity | Yes | Yes | Yes | Where deemed necessary |
| **Local governor of an academy** | Yes | Only if engaging in regulated activity | Only if delegated management responsibilities  | Yes | Yes | Where deemed necessary |

\* If you are carrying out an enhanced DBS check on a governor or trustee, you will conduct an identity check as part of this process. You are not required to carry out a separate identity check in addition to this.

There have been a number of challenges recently about why an enhanced check has been requested for a governor without a barred list check. It may therefore be sensible to take the pragmatic approach to obtain an enhanced check with barred list check for all governors on the basis that they may come into unsupervised contact with children on a regular basis.

**CONTRACTORS**

Contractors are individuals working for third parties for example catering, cleaning, building or maintenance contractors.

Unless they are involved in activities that are regulated (that is, in essence, teaching, training or supervising, instructing or providing personal care to children) –the contractor will not be carrying out ‘regulated activity’ providing that they are ‘contracted’ to provide ‘occasional’ or ‘temporary’ services.

Where contractors are engaging in regulated activity their staff will require an enhanced DBS certificate (including barred list information). An example of a contractor in regulated activity may be catering staff.

For 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. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Contractors who are not in regulated activity who visit any school sites on more than three days in any period of 30 days or once a week or more and who have the opportunity for contact with children while on site will require an enhanced DBS check not including barred list information. In determining whether a contractor has the opportunity for contact with children schools should consider whether:

* The contractor will only be working in an area of the school where children are not allowed, for example repairing kitchen equipment.
* The contractor will only be on site when children are not present
* The contractor will be working in an area of the school which is cordoned off for health and safety reasons but pupils might walk through to get to their next class

In the first two cases a DBS check will not be required, but in third case an enhanced DBS check without a barred list check is required.

**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.** Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

Schools should always check the identity of contractors and their staff on arrival at school. Most contract staff will carry photographic identity.

**SUPPLY TEACHERS – DIRECTLY EMPLOYED**

For directly employed supply staff you must carry out all the pre-employment checks that you would do for any new recruit. However the checking of the same supply teacher by several schools should be avoided and there is no reason why one Wokingham school should not take the lead and pass the information on all recruitment checks to other Wokingham schools with the express written permission of the teacher, and in accordance with Data Protection legislation. The lead school should obtain a new Enhanced Disclosure with barred list check every three years or where there has been a break in service at the lead school of more than three months. Where a lead school cannot be identified each school must obtain its own Enhanced Disclosure with barred list check.

If you are using a new supply teacher you will need to ensure that any supply staff you employ directly have all the checks in place. If you have not conducted these yourself you should ask the supply teacher which other Wokingham schools she/he works in and contact them to see if they have carried out checks, in accordance with Data Protection legislation. If they have been done and there is an Enhanced DBS check with barred list check less than three years old, confirmed with the Wokingham school for whom it was obtained, and there has not been a break in service of more than three months from the school who obtained the checks, this should be recorded on the central record. If the checks have not been done one school can agree to take the lead and share the results with other schools where the supply teacher agrees.

If the supply teacher works only in schools outside Wokingham a new Enhanced Disclosure with barred list check should be obtained. If this is the first time the supply teacher has worked in Wokingham you may decide to become the lead school – see above.

If supply teachers are subscribing to the DBS Update Service schools will be able to check their DBS status on-line with the permission of the teacher. See below for information on the Update Service.

If you have any doubts about checks for supply teachers you can contact your personnel provider.

 **SUPPLY TEACHERS EMPLOYED THROUGH AN AGENCY**

If you employ supply staff through an agency it is the responsibility of the Headteacher to obtain written confirmation direct from the agency (not via the person being hired) that all the necessary checks have been undertaken by the agency and that this is recorded on the central record. With effect from 2nd September 2013 the Agency must confirm that the teacher is not the subject of a prohibition order or an interim prohibition order made by the secretary of state. If the agency do not have their own pro-forma schools may use the template at Annex 1.

If a DBS check is not complete before the agency worker starts work the agency must confirm that they have carried out a barred list check. The agency worker must not be allowed to start work without this confirmation.

Identity checks must be carried out to demonstrate that the person who comes is the one referred by the agency. Some photographic identity should be seen.

The agency should tell you who the checks were carried out by, for example the HR department and when the date they were done.

**SELF-EMPLOYED COACHES**

Individuals are not able to apply for a DBS check on their own behalf, but some coaches will belong to associations who may have obtained a check for them. If the coach has been checked by an association you should use the letter at Annex 1 to confirm this or have other written confirmation from the association.

If schools engage self-employed tutors or coaches the school must conduct full recruitment checks including Enhanced DBS with Barred List check or use the Update service if the person is subscribing to it.

**EXTENDED SCHOOLS**

Where provision is made through staff directly employed by the school or obtained by the school via an agency, checks must be made as for all other staff as set out above.

Where a third party is responsible for running the service, there should be clear lines of accountability setting out responsibility for carrying out recruitment and vetting checks on staff and volunteers. Providers should be asked to supply a copy of their Safeguarding policy and written confirmation that safe recruitment policies are in place and that all staff and volunteers who come into contact with children have an enhanced DBS with Barred List check. Similar confirmation should be obtained from organisations hiring school premises where they are providing a service for children or when children will be present on site.

Schools that choose to provide their childcare through private or voluntary sector providers should use OFSTED registered providers for provision for children under eight years.

**STUDENTS ON TEACHER TRAINING COURSES**

Teachers on a school direct salaried scheme must undergo checks by the school as with any other new employee.

For fee funded trainees the Teacher Training Provider is responsible for ensuring that an enhanced DBS Disclosure with barred list check is applied for when a place at a teacher training institution has been accepted. The school should obtain written confirmation from the university/college that the check has been done, when it was done and who obtained it. The school must check the identity of the trainee when he/she arrives.

If the university/college advise that the DBS check has not yet been received the Headteacher may allow the trainee to begin as long as a check is made against the children’s barred list and appropriate supervision is put in place.

**CHECKS ON OTHER PUBLIC SECTOR STAFF INCLUDING LA STAFF**

Individuals such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff will have been checked by their employing organisation.

It is sufficient, for schools to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (it is not necessary to specify a named individual) – and to confirm the identity of these visitors. It is not necessary (or practicable) to require a date for such checks unless the providing organisation supplies a list of named individual supply staff.  Written confirmation may be in the form of a public statement on the agency website, as is the case with Ofsted.

Local Authority staff who visit schools who are carrying out Regulated work, including any agency staff, have an Enhanced DBS check.

**COMMENCING WORK PRIOR TO RECEIPT OF DBS CHECK**

If because of very compelling reasons concerned with maintaining services, you wish an applicant, appointed subject to a Disclosure, to commence employment before a Disclosure has been obtained, such a step must be authorised in advance by the Headteacher. All other pre-employment checks must have been carried out **including a children’s barred list check**. If approval is given all practical steps must be taken to minimise risks to children during the period before the Disclosure is obtained (e.g. ensuring appropriate supervision until after the Disclosure has been received).

**PORTABILITY OF DBS CHECKS**

Portability is the term used where a person offers an existing CRB/DBS check to a new employer. It should be noted that the DBS does not endorse portability. There may be some circumstances where you decide to accept a Disclosure. The recommendations below are not statutory and you may decide that you wish to obtain a new Disclosure even in these limited circumstances.

**If an existing Disclosure is accepted you must ensure that all other recommended and mandatory pre-recruitment checks are carried out, including the children’s barred list/List 99.**

For employees who are coming to Wokingham from another Authority an existing Enhanced DBS check should **not** be accepted.

For employees who have been working in another Wokingham Borough Council school, including Voluntary Aided schools but excluding Academies, as long as an Enhanced check for working with children has been undertaken, there will be no requirement for a new check unless the check is more than 3 years old or there has been a break in service of more than 3 months.

In the above case the school for whom the check was required must be contacted in writing to confirm that the check was made. Annex 2.

The above check must be made even where an employee is moving to, or working in addition, in another Wokingham school.

In all cases where a Disclosure is re-used you MUST check the identity of the person to ensure that the person presenting the Disclosure is the person on whom the DBS check was done. If the person is now living at a different home address a new check will be required.

We do not recommend accepting a previous Disclosure for a **Volunteer,** including governors. However if the volunteer is subscribing to the Update Service you will be able to confirm their status on line with their permission.

**THE DBS UPDATE SERVICE**

The DBS has created an Update Service, which will allow employers to check the status of criminal record checks online; this was launched in June 2013.

For an annual subscription of £13, individuals can have their DBS Certificate kept up-to-date and once subscribed the individual can then take their Certificate with them from role to role where the same level and type of check are required. There is no charge if you are a volunteer.

However, individuals must have a new DBS check before they can subscribe to the update service. There is no option for those who had a check before 17th June 2013 to subscribe without a new check.

When an individual subscribes to the Update Service, prospective employers will be able to go online to check whether or not the individual's DBS certificate is up to date.  When checking an individual’s status they will need:

* a copy of the original DBS certificate from the individual
* the individual’s consent to check their status

The checking service or "status check" is free for employers.

The DBS now issues Certificates to the applicant only, putting them in control of their own data. If an employer applied for a new Certificate as a result of a Status check which showed a change in status, and the individual has not shown their new Certificate to them within 28 days of its issue, the employer can then request a copy of it from the DBS.

The Local Authority recommends the schools should use the update system where someone is already subscribing.

***Full instructions for the DBS Update service are at:***

[***https://www.gov.uk/dbs-update-service***](https://www.gov.uk/dbs-update-service)

A pro forma consent form for accessing the service is at annex 3.

Where the Update service is used the result of the check must be printed out and then kept on the personnel file. The details must be added to the central record.

When carrying out an online Status Check of a DBS Certificate you must have seen the original DBS Certificate to check that it is the same level as your required level e.g. Enhanced with a Children’s Barred list check and see what, if any, information that was revealed about the applicant and consider this as part of your recruitment process.

You must also satisfy yourself through robust ID checks that the person being checked is the same person as that is named on the actual DBS Certificate. You need to do this by requesting the same documents that would be required if you were carrying out a new check. The current required documents are listed at:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>

You can then carry out the Status Check and you will get one of the following results.

This DBS Certificate did not reveal any information and remains current as no further information has been identified since its issue.

This means

* The DBS Certificate when issued was blank i.e. it did not reveal any information about the person; and
* No new information has been found since its issue and can therefore be accepted as being still current and valid.

This DBS Certificate remains current as no further information has been identified since its issue.

This means

* The DBS Certificate revealed information about the person; and
* No new information has been found since its issue and can therefore be accepted as being still current and valid.

This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information.

This means

* New information has come to light since the DBS Certificate was issued and you will need to apply for a new DBS check to see this new information.

The details entered do not match those held on our system. Please check and try again

This means either:

* The individual has not subscribed to the Update Service; or
* The DBS Certificate has been removed from the Update Service; or
* You have not entered the correct information.

It is recommended that schools do not make it a requirement for employees to subscribe to the update service. There is no requirement to carry out re-checks and so by paying the subscription fee the school is not benefitting. Employees can however decide to subscribe voluntarily.

**EMPLOYING PEOPLE WITH A CRIMINAL RECORD**

The policy in respect of employing an applicant with a conviction is as follows.

No blanket ban on the employment of persons with criminal convictions will be applied. Conviction(s) will only debar an applicant from appointment if this is the decision of the selection panel having taken into account all the following factors:

a. the responsibilities of the position,

b. the vulnerability of children or adults supported,

c. the nature of the offence(s),

d. the number and pattern of offences (if there is more than one),

e. how long ago the offence(s) occurred,

f. the age of the offender when the offence(s) occurred.

If the selection panel determines that an applicant with convictions is appointable the Chair of the Board of Governors and the Headteacher **must** ratify this decision. In cases where the appointment is authorised of a person with a conviction, documentation (e.g. memo, letter or e mail) to confirm this decision must be kept on the personnel file.

The DSB’s Code of Practice requires employers to discuss with an applicant any conviction information revealed before making a decision not to offer, or withdraw an offer of employment, on grounds of conviction information. The purposes of this discussion are: a. to verify with the applicant the conviction information supplied by the DBS does relate to them. (There is a very remote possibility that conviction information supplied will not relate to the applicant. If the applicant disputes the conviction information please refer to your Personnel Provider, as there are further procedures which can be applied to prove conclusively whether or not conviction information does relate to the applicant); b. to give the applicant an opportunity to state any information in mitigation or explanation of the circumstances in which the conviction(s) were obtained.

Two national organisations concerned with supporting the rehabilitation of ex offenders offer advice to employers and others on: a. understanding conviction information supplied on Disclosures, b. advice to employers on the recruitment of ex offenders. These are:

* Apex Charitable Trust: Jobcheck Helpline: 01744 612898
* **NACRO\* Helpline:** 0300 123 1999
* **Email:** helpline@nacro.org.uk,
* W**eb site:** [www.nacro.org.uk](http://www.nacro.org.uk)

 (\*National Association for the Care and Resettlement of Offenders)

**RE-CHECKING**

Ofsted has in the past highlighted the fact that there is no statutory duty to re-check at three yearly intervals and stated a view that such checks may not be a good use of public funds. The LA has therefore reviewed its recommendation that three year re-checks should be carried out. **The LA no longer recommends three year re-checks for employees or volunteers who remain continuously in post.** The requirement to re-check after a break of more than three months out of service does still apply.

ANY QUESTIONS ABOUT THIS GUIDANCE NOTE CAN BE ADDRESSED TO christine.thresher@wokingham.gov.uk , 07833 056781

 **ANNEX 1**

To

Name of Agency

Address

Dear

# (FULL NAME OF PERSON SUPPLIED)

The above individual is due to start at (SCHOOL NAME) as a (ROLE) through your agency.

In order to ensure the safeguarding of all children within the school it is a requirement that the employing organisation carry out several checks against an individual.

Please can you complete the attached form providing all details as required for this role confirming that these checks have been completed and return to me within 24 hours?

Thank you in advance for your assistance.

Yours sincerely

**Name**

**Position**

Please return this sheet to

The Headteacher

Fax: XXXX

# (FULL NAME OF PERSON SUPPLIED)

1. Have you confirmed the identity of the above individual? YES / NO
2. Has an Enhanced DBS disclosure with barred list check been obtained by your organisation for the above individual? YES / NO

DBS Reference Number: Date obtained:

1. If yes to Q.2 was there any conviction or other relevant information contained within the DBS? YES / NO
2. If no to Q.2 have you carried out a barred list check? YES / NO
3. Have all qualifications that are a legal requirement to the post been verified? YES / NO
4. Has the individual’s right to work within the U.K. been confirmed? YES / NO
5. If the individual has lived outside the U.K. have additional checks been carried out? YES / NO
6. Have you confirmed that the teacher is not subject to a prohibition or interim prohibition order made by the secretary of state? YES/NO
7. Has the individual confirmed that they are not disqualified under the Childcare Act 2006? YES/NO
8. Have you carried out medical checks to establish fitness to teach? YES/NO
9. Who (job role) in your organisation carried out these checks

Are you aware of any reason(s) why this person may not be a suitable person to work with children? YES / NO (if yes please supply information below).

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ANNEX 2**

To

The Headteacher

Name of School

Address

Dear

# APPLICANT: FULL NAME AND DATE OF BIRTH

The above person has applied for a position with this School and has supplied a criminal conviction Disclosure form issued by the Criminal Records Bureau/Disclosure and Barring Service in connection with their application. The Disclosure shows that it was obtained by your organisation and this person has given their permission for this School to seek your confirmation that this Disclosure was obtained by yourselves.

Could you please answer the questions attached and return the form to me.

Thank you in advance for your assistance.

Yours sincerely

**Name**

**Position**

Please return this sheet to

The Headteacher

Name of School

Address

# APPLICANT: FULL NAME AND DATE OF BIRTH

1. Was a Disclosure with the number xxxxxx obtained by your organisation? :YES / NO
2. Has the person worked for you within the last three months? YES / NO

Are you aware of any reason(s) why this person may not be a suitable person to work with children? YES / NO (if yes please supply information below).

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 3**



**DISCLOSURE AND BARRING SERVICE – AUTHORITY TO USE THE UPDATE SERVICE**

I am currently subscribing to the Update Service with the Disclosure and Barring Service and authorise you as my employer in Regulated activity to receive up to date information in relation to my enhanced criminal record DBS Certificate for the duration of my employment with Wokingham Council or the governors if employed at a Voluntary Aided school.

Surname (as specified on the DBS certificate)

DBS certificate Number:

Date of Birth:

Signed Date

Name

This consent form will only allow Wokingham Borough Council or the school at which you are employed within Wokingham to carry out an update check whilst you continue to be employed. Results will be held securely in line with Data Protection requirements.

Checklist for completion by the school:

The original DBS certificate was seen by ………………………………………………..…………..

on ……………………………date.

The certificate was for the Children’s Workforce and was at an Enhanced level with Barred List Check.

Identity checks were carried out by …………………………………………………………………..

on ………………………………

##### WOKINGHAM BOROUGH COUNCIL SCHOOLS

**DISCLOSURE OF CRIMINAL BACKGROUND FORM**

**You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.**

**Please bring this completed form with you, in a sealed envelope. Mark the envelope Criminal Record Declaration Form with your name, date and position applied for.**

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

* All unspent convictions and conditional cautions
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to [Nacro guidance](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/What-do-I-need-to-disclose_.pdf) and the [guidance published by the Ministry of Justice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf) (see, in particular, the section titled ‘Exceptions Order’).

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

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* Your age at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) provided.
* Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Nacro’s Criminal Record Support Service](https://www.nacro.org.uk/criminal-record-support-service/).

Criminal Record Declaration Form (exempt positions)

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on **0300 123 1999** or **helpline@nacro.org.uk**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | First name: |  |
| **Do you have any unspent convictions or conditional cautions?****Yes 🞏 No 🞏****Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?****Yes 🞏 No 🞏**If you have answered yes to either question, you now have two options for disclosing your criminal record. **Option 1:** You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.I have attached details of my conviction separately\_\_\_\_\_ (please mark with an X if appropriate.)**Option 2:** Please provide details in the space below. |
| **DECLARATION**I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at *[insert name of organisation]***Signed: Date:** |

**Please return this form to:**

**EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION**

The Council/ Governing Body is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Disclosure and Barring Service. (The Service is an executive arm of the Home Office which carries out criminal conviction checks for employers.) If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the Service will also check registers of persons found to be unsuitable to work with children or vulnerable adults which are maintained by the Disclosure and Barring Service Information on the Service, including their Code of Practice by which employers must abide, can be accessed on the internet at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Wokingham Borough Council complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.  We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.  Information received from the Service will be kept in strict confidence. You will be sent directly the results of your check by the Service.

**Having a criminal record will not necessarily bar you from working with us.**  The disclosure of a criminal record will only debar you from appointment if the selection panel, having considered carefully the following factors, determine this. The factors to be taken into account are:

a. the responsibilities of the position,

b. the vulnerability of children or adults supported,

c. the nature of the offence(s),

d. the number and pattern of offences (if there is more than one),

e. how long ago the offence(s) occurred,

f. the age of the offender when the offence(s) occurred.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If the Service check discloses a conviction which you had failed to declare this may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light after appointment.

**Appendix 7 – Guidance on Disqualification**

**Childcare Disqualification Requirements – Guidance for Schools**

**What are the childcare disqualification requirements?**

People are disqualified from providing childcare or being “directly concerned” in the management of childcare provision if they have committed certain criminal offences. This is set out in guidance from the DfE under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

<https://www.legislation.gov.uk/uksi/2018/794/contents/made>

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

The disqualification criteria include being on the Disclosure and Barring Service children’s barred list and being found to have committed certain violent and sexual offences against children and adults.

You’re prohibited from employing a disqualified person in early years provision (for children aged up to and including reception age) both during and outside of school hours, and later years provision (for children under 8) provided outside of school hours only.

This also applies to volunteers and ‘casual workers’, whether supervised or not.

However, the regulations don’t apply to staff who are educating or supervising children above reception age during school hours, or children over 8 outside of school hours.

**Disqualification by association no longer applies to schools**

Previously, people working in schools could be disqualified by association if they lived with someone who was disqualified. Since 31 August 2018, this no longer applies to schools.

You **shouldn't** ask staff questions about cautions or convictions of someone living or working in their household.

If you've previously collected information about disqualification by association from staff, you no longer have a legal basis to hold this information and should [dispose of it securely](https://schoolleaders.thekeysupport.com/administration-and-management/record-keeping/retention-records/gdpr-retaining-and-disposing-records/?marker=content-body).

**Who the regulations apply to**

The regulations apply to all staff in all schools who work in, or are directly concerned with managing:

**Early years provision (birth until 1 September following a child's fifth birthday)**

* It covers staff who provide any care for a child up to and including reception age
* It includes education in nursery and reception classes, and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after-school care provided by the school) both during and outside school hours for children in the early years age range

**Later years provision (for children under 8)**

* It covers staff who work in childcare provided by a school outside school hours for children under 8, including before-school settings such as breakfast clubs, and after-school provision
* It does not include education or supervision during school hours, or extended school hours for co-curricular learning activities such as the school’s choir or sports teams

Use your judgement to determine who's included in the management aspect of the criteria. It'll always include the headteacher and could include other members of the leadership team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision. It doesn't include governors or trustees.

**The regulations also apply to:**

* Volunteers and casual workers who regularly work in, or manage, these settings, whether they're supervised or not
* Any self-employed contractors (such as music teachers or sports coaches) in relevant settings
* Any salaried trainee teachers (training providers are responsible for conducting the relevant checks on unsalaried trainees)

**They don't apply to:**

* Staff who only provide education, childcare or supervision for children above reception age during school hours
* Staff who only provide education, childcare or supervision out of school hours for children aged 8 or over
* Staff who are not employed to directly provide childcare such as caretakers, cleaners, drivers, catering and office staff
* Staff who are only occasionally deployed and not regularly required to work in the relevant settings
* People involved in any form of health care provision, including school nurses and speech and language therapists

**Third-party staff**

Where you use third-party staff, you must obtain confirmation from the agency you use that they've:

* Informed their own staff it's an offence to work in a relevant setting, or be involved in its management, while disqualified from doing so
* Asked their own staff (where the staff will be working in a relevant setting in the school) to inform the agency if they consider that they could be disqualified

The local authority is responsible for making sure any of its staff who are deployed to work in settings covered by the regulations are not disqualified, including peripatetic music teachers and specialist special educational needs teachers.

**What you need to do**

Make sure you are not knowingly employing a person in a setting from which they are disqualified, and that staff in relevant settings are made aware of the legislation.

You should also record when disqualification checks were made for staff in relevant settings and ensure that information gathered is kept to a minimum, and that it’s relevant, accurate and stored for the least amount of time necessary.

You should avoid collecting unnecessary information, such as information about staff who aren’t covered by the regulations.

**How to conduct a childcare disqualification check**

**Note:** you shouldn't ask staff to complete a self-declaration form, either yearly or at any other point

* **New staff**
* Ask for an up-to-date enhanced DBS certificate
* Conduct any other relevant recruitment checks (like checks for people who've lived or worked overseas)
* Cross-reference the results of the checks with the list of relevant offences that would disqualify someone.

The list of offences and orders that result in disqualification is included in guidance published by the Department for Education (DfE) (see the link on page one for disqualification criteria).

The DfE's guidance is based on regulation 4 and schedule 1 of the 2018 regulations, and is up to date as of 2 July 2018.

Some of the offences listed have been repealed, but a person is still disqualified from working with children if they've at any time committed any of the offences under the specified legislation when it was in force.

**Existing staff**

If you're redeploying existing staff into roles regulated by the childcare disqualification requirements:

You may need to conduct updated recruitment checks and cross-reference the results with the list of relevant offences that would disqualify someone. You could use the DBS Update Service to get updated checks (if the staff member is registered).

Whether you conduct these checks, and which ones you do, will be based on your knowledge of the person.

For example, if you recruited a teacher for a year 1 position 6 months ago, but would like to redeploy them as a reception teacher (a regulated post) for the new academic year, you should consider:

* The outcome of recent recruitment checks: if relevant checks returned no previous convictions you may not need to conduct a new check
* Their conduct since they've been employed in your school: do you have reason to believe that their circumstances would've changed since you last conducted the checks?

**If a member of staff is disqualified**

If you learn that someone working in a relevant setting or role is disqualified you should:

* Remove them from that role immediately
* Inform Ofsted at disqualification@ofsted.gov.uk
* Tell the staff member that they can apply to Ofsted for a waiver unless:
	+ They're on the children's or adult's barred lists
	+ They committed an offence against a child as defined by schedule 4 of the Criminal Justice and Courts Services Act 2000 and the court has ordered that they're disqualified

Tell them that when they apply for a waiver, they should provide Ofsted with the following information (if they know it):

* Details of the grounds for disqualification under the 2018 regulations (including any orders, determinations, cautions, or convictions)
* The date of the order, determination, caution, or conviction, or the date when the other ground for disqualification arose
* The body or court which made the order, determination, caution or conviction, and the sentence imposed (if any)
* A certified copy of the relevant order

While you wait for someone to apply for their waiver, take advice from your HR provider, your LA designated officer and safeguarding lead on:

* Whether it's appropriate to redeploy staff elsewhere in the school, or to make adjustments to their role to avoid them working in regulated roles or settings
* Where you can't make alternative arrangements, whether to grant paid leave or similar, or suspend the member of staff while waiting for the waiver (this should be a last resort)

**If they don't apply for a waiver, or a waiver is declined**

Consider and make decisions about:

* Whether the person can be permanently redeployed
* The appropriateness of redeployment
* Whether steps should be taken to legitimately terminate their employment

The information above is taken from DfE guidance on the Childcare Disqualification Act 2006 and Ofsted's guidance on applying to waive disqualification.

Pre-employment Checklist for Schools

|  |  |  |
| --- | --- | --- |
|  | Initials | Date |
| **Training**: Has at least one member of the shortlisting and interview panel carried out Safer Recruitment Training (see appendix 1) |  |  |
| **Advertising**: to include reference to policy statement of safeguarding and promoting welfare of children  |  |  |
| **Application Forms**: The candidates should provide information on their employment history and if appropriate adequately explain the reasons for any gaps in employment. Ensure all candidates have completed the Rehabilitation of Offenders Act declaration and signed and dated the form  |  |  |
| **Shortlisting**: the same people on the interview panel to shortlist the applications. Use the same shortlisting criteria for all applicants |  |  |
| **Invitation to interview** sent, to include relevant information and instructions including directions and what identity information is required |  |  |
| **References**: received back. Scrutinise and check against information on application form, make note of any discrepancy/issue of concern to bring up at interview. If references are received by post confirm authenticity by telephone |  |  |
| Interview: At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards: one member must have completed Safer Recruitment Training |  |  |
| **Conditional Offer of Employment** made subject to satisfactory completion of the following pre-employment checks, and for non teaching posts a probationary period |  |  |
| **Identity** verified if not completed on day of interview- original documents must be seen. Copies must be placed on the personnel file. The photocopy must be signed and dated by the person who has viewed the original and state that it is true copy. |  |  |
| **Right to work in UK**: The candidate has provided satisfactory evidence, in accordance with Sections 15 to 26 of the Immigration, Asylum and Nationality Act 2006 that they have the right to live and work in the UK and to undertake the type of work applying for. |  |  |
| **DBS**: Enhanced level DBS disclosure, including a barred list check, has been undertaken and a satisfactory disclosure certificate been seen and recorded. Where the Update service is used a record of the check must be kept.  |  |  |
| **Overseas candidates** a certificate of good conduct issued by the relevant police force in their last country |  |  |
| **Children’s Barred List**  : As part of an Enhanced DBS disclosure **or a separate check** to indicate the person is not included on the List - **must be obtained if candidate starts work before DBS arrives** |  |  |
| **Disqualification –** You must check whether your new employee is required to complete a Disqualification declaration. If they will be working with children under 8 use the table below to determine if a declaration is required.

|  |  |  |
| --- | --- | --- |
|  | In school hours | Outside school hours |
| Reception age or younger | Covered | Covered |
| Older than reception age until age 8 | Not covered | Covered |
| 8 years or older | Not covered | Not covered |

 Note that staff in a school who may come into contact with children under 8, but who are not working directly with them on a daily basis are not covered. Full guidance is available at:<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006> |  |  |
| **Medical Clearance**: Occupational health confirms the candidate is medically fit both physically and mentally to undertake this post. Also applies to support staff. |  |  |
| **Qualifications checked** : If not verified on day of interview, the candidate needs to provide original qualification certificates and/or copies certified by awarding institutions and evidence they have obtained all of the academic and professional qualifications they claim to have achieved |  |  |
| **QTS For Teachers in maintained schools**: Contact with the Teaching Regulation Agency (TRA) verifies the teacher has QTS or is exempt from the requirements to hold QTS. Access to the TRA can be obtained via **SECURE Access**. You can call the Employer Access Helpline on 0207 5935391 if you require assistance or at employer.access@education.gov.ukFurther information is at:<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>For teachers who obtained QTS after 7 May 1999, this check will also provide evidence that the has successfully completed the statutory induction period |  |  |
| **Prohibition orders** **For Teachers in all schools- (those carrying out teaching work)** check that there is no **prohibition order** or interim prohibition order that prevents the teacher from teaching. These checks can be made at the same time as the QTS check above by accessing the TRA via SECURE Access. If you have a teacher number the check will automatically be made against the all the relevant lists.If there is no teacher number the check must be done for each list in turn by clicking on the list and scrolling down for the name. |  |  |
| **Section 128 Direction –** only applies to Free schools and AcademiesManagers including Board members, trustees and governors must be checked against the list prohibiting or restricting them from taking part in the management of the school.Maintained schools should carry out these checks for governors because a person subject to one is disqualified from being a governor, according to paragraph 189 of Keeping Children Safe in Education 2020 (KCSIE).This check is made via **SECURE ACCESS** |  |  |
| **Teachers Pensions** : full-time and part-time teachers should automatically be in the scheme unless they opt out for this employment. Opt outs must not be accepted prior to the first day of employment.LGPS – support staff with a contract of more than 3 months should automatically be in the scheme. Opt outs must not be accepted prior to the first day of employment. |  |  |
| **Supply Teachers** : written confirmation has been obtained from the agency that all appropriate checks have been undertaken. |  |  |

**A – Recruitment checks explained**

| type of check | what is it? | why do we need it? | how do we do it? |
| --- | --- | --- | --- |
| [**Enhanced DBS**](https://www.gov.uk/dbs-check-applicant-criminal-record)  | A check on someone’s criminal record.It includes:* Spent and unspent convictions
* Cautions
* Reprimands
* Final warnings
* Any other information local police deem relevant to working in a school

DBS checks don’t include a barred list check unless you specify that you need one. | DBS checks help you:* Determine whether someone is allowed to work with children (through the barred list)
* Comply with childcare disqualification requirements
* Determine whether someone has committed offences that suggest they aren’t suitable for a role
 | If you do **fewer than 100** checks a year, you need to use an [‘umbrella body’](https://www.gov.uk/find-dbs-umbrella-body).If you do **100 or more** checks a year, you can use an umbrella body **or** register with the DBS.To [conduct the check](https://www.gov.uk/dbs-check-applicant-criminal-record/get-a-standard-or-enhanced-dbs-check-for-an-employee):1. Ask your umbrella body or the DBS for an application form
2. Give the form to the applicant to fill in
3. Collect the completed form from the applicant, along with documents proving their identity
4. Send the completed application to the umbrella body or DBS
5. Ask the applicant to show you the DBS certificate (it’ll be sent to them directly)

If the applicant is already subscribed to the [DBS Update Service](https://www.gov.uk/dbs-update-service), you can use this service to conduct a status check if you:* Have seen their original DBS certificate
* Have confirmed their identity
* Have their consent to conduct the check
* Are conducting the same type and level of check as they’ve had previously

This is set out in the [DBS Update Service employer guide](https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide). |
| [**Barred list**](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#barring) | The DBS maintains a list of people who are barred from working with children and vulnerable adults.The barred list check looks at whether someone is included on the barred list relevant to your setting. In your school, it will probably be the children’s barred list. | You **must** carry out a barred list check on anyone at your school who’s in regulated activity.It’s an offence to employ someone to carry out regulated activity if they’re on the barred list.Only certain kinds of convictions automatically lead to barring, so serious offences listed on a DBS don’t necessarily mean that someone is barred. You need to conduct both checks on relevant people to make sure you’re compliant. | You can conduct a barred list check:* As part of an enhanced DBS check
* Separately, through your umbrella body or the [DBS](https://www.gov.uk/government/organisations/disclosure-and-barring-service#org-contacts)
 |
| [**Prohibition from teaching**](https://www.gov.uk/guidance/teacher-status-checks-information-for-employers) | A prohibition from teaching check shows whether a teacher:* Is prohibited from teaching (permanently or temporarily)
* Is subject to sanctions or restrictions (these usually prevent a teacher from working in maintained schools)

The Teacher Services tool that enables you to do this check also shows whether a teacher:* Has the right qualifications for the role
* Has qualified teacher status (QTS)
* Failed probation or induction
* Was subject to a misconduct investigation that **did not** result in a prohibition order
 | You’re **required** to conduct this check on any member of staff appointed to carry out teaching work.This is set out in paragraphs 120 and 149 of [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).Teachers in maintained schools and non-maintained special schools **must** have [QTS](https://www.gov.uk/guidance/qualified-teacher-status-qts), so checking also makes sure you comply with this requirement.A key aspect of this check is to do with professional misconduct and suitability, so it helps you make a fully informed decision about whether someone is right for your school. | To conduct the check:* Confirm the applicant’s identity
* Log on to the Teacher Services section of the DfE’s [Sign-in portal](https://services.signin.education.gov.uk/).

You can search for records in two ways:* Using a teacher reference number and date of birth
* Searching alphabetical lists of teachers and others with current prohibitions, restrictions, sanctions, or who have failed induction/probation.
 |
| [**Childcare disqualification**](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) | A check to make sure that people who’ve committed relevant offences aren’t:* Providing childcare or education to children in the early years (including reception classes), or managing such childcare or education
* Providing before or after-school care to children under the age of 8, or managing such provision
 | It’s an offence to employ someone in a relevant role if they’re disqualified.Childcare disqualification isn’t noted on a DBS certificate in the same way as barring information, and not every offence that leads to childcare disqualification will necessarily lead to barring. So you won’t know if someone is disqualified unless you do a separate check. | Cross-reference the results of a DBS check with the list of relevant offences (see the appendices document [here](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)), even for internal candidates.If an applicant is subscribed to the DBS Update Service, you can use that (with their permission – see the DBS section above) – cross-reference their original certificate against the relevant offences and use the status check to check for any since then. |
| [**Section 128**](https://schoolleaders.thekeysupport.com/pupils-and-parents/safeguarding/safeguarding-checks-and-the-scr/section-128-checks/) | This check identifies people who are subject to a section 128 direction. People with a section 128 direction can’t:* Hold a management position in an academy, free school or independent school (as an employee)
* Be an academy or free school trustee or member
* Be a governor on any academy or free school board that has delegated responsibilities
* Be a governor or member of a proprietor body of an independent school
* Sit on the governing board of a maintained school
 | Academy trusts must conduct them on:* Academy trust members and trustees
* Governors who sit on committees or local governing bodies with delegated responsibilities
* Academy staff engaged in management positions

Management positions are:* Headteacher
* Teaching positions on the senior leadership team
* Teaching positions that carry a department headship
* Other positions, depending on specific responsibilities

Guidance recommends that maintained schools should conduct this check too.(See paragraph 144 of [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).) | For new appointments that require a barred list check:* Specify ‘children’s workforce independent schools’ in the parameters when you apply for the enhanced DBS check
* A section 128 direction will be listed on the certificate if it applies

For new appointments that don’t require a barred list check:* Log on to the DfE’s [Sign-in portal](https://services.signin.education.gov.uk/)
* Use a teacher reference number and date of birth to search for individual records
* Use the lists of all people subject to a section 128 direction if the person you’re checking doesn’t have a teacher reference number

For existing staff, governors, trustees and members:* Use the DfE’s Sign-in portal and follow the instructions above
* Use the DBS Update Service if the person you’re checking is subscribed, you have their consent, and they already have a DBS with barred list.
 |

**Appendix 9 - ALL RECRUITMENT CHECKS – RETENTION CHECKLIST**

**NOTE:** You are NOT required to keep copies of any documentation seen in order to check the identity of workers supplied by a third party, for example agency and contractors staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENT/****CHECK** | **COMMENTS** | **SINGLE CENTRAL RECORD (SCR)** | **RETENTION PERIOD** |
| Application form | A successful candidates application form MUST be retainedUnsuccessful applicants. All records  | No requirement for a record on the SCR | 7 years from last date of employmentDate of successful appointment + 6 months |
| Identity documents | There are a number of documents that can be produced to prove identity. Any document accepted MUST be an original.If you are applying for a DBS check for the recruit you need to see documents in accordance with the DBS requirements:<http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811>**NOTE: it is possible to provide satisfactory documents for a DBS check which do not include a photograph of the person. It is preferable however for identity to be checked with photographic evidence. Wherever possible candidates should be asked to supply at least one document with a photograph.**A copy of the documents used to verify the successful candidate’s identity,MUST be kept for the personnel file. The person making the check must sign and date the photocopy to say it is a true copy. | Separate copies of documents other than those on the personnel file are not required to be kept in order to meet the requirements of maintaining the single central record. However the type of documents used should be recorded on the register together with the date they were seen and by whom they were checked. | 7 years from last date of employment |
| Right to work in the U.K documents | You MUST check that your new recruit is eligible to work in the UK. Documents that can be accepted can be found at: [**Code of practice on preventing illegal working (publishing.service.gov.uk)**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001525/FINAL_code_of_practice.pdf#:~:text=This%20code%20of%20practice%20has%20been%20issued%20under,the%20civil%20penalty%20scheme%20to%20prevent%20illegal%20working.)You MUST keep a record of relevant documents you are shown, by either photocopying them or scanning and saving them electronically in a secure location.With passports and travel documents, copy:* the front cover
* the date of expiry
* any photographs and signature
* all of the pages giving your potential employee's personal details including nationality
* pages containing a UK government stamp, or endorsement allowing your employee to do the work you are offering

You should copy other documents in their entirety. The copy must be signed and dated with a note to say it is a true copy.A useful tool for checking right to work documents is at: <http://www.businesslink.gov.uk/bdotg/action/layer?r.l1=1073858787&topicId=1079133778&r.l2=1079568262&furlname=emw&furlparam=emw&ref=http%3A//213.225.136.51/employingmigrants/&domain=www.businesslink.gov.uk>**NOTE:** The requirement to check right to work and retain copies of documents does not apply to staff appointed before 27th January 1997. You are not required to ask these staff for proof of the right to work in the U.K | Separate copies of documents other than those on the personnel file are not required to be kept in order to meet the requirements of maintaining the single central record. However the type of documents used should be recorded on the register together with the date they were seen and by whom they were checked. | A minimum of 2 years from last date of employment |

|  |  |  |  |
| --- | --- | --- | --- |
| Enhanced DBS check /barred list checkSee also appendix 6 | Unless you are using the on-line system you may wish to keep a copy of the application form pending receipt of the completed check. The application form should then be securely destroyed.Disclosure certificates should be kept for no longer than is necessary and for a maximum of six months following the recruitment decision unless a dispute is raised or, in exceptional circumstances, where DBS agreement is secured.**Certificates are now only issued to the employee. If your provider has confirmed that a check is clear you do also need to see the certificate, and must record the number, date and person who carried out the check for the school.**If the certificate contains information you should make a record of the information.When an individual subscribes to the Update Service, prospective employers will be able to go online to check whether or not the individual's DBS certificate is up to date.  When checking an individual’s status they will need:* a copy of the original DBS certificate from the individual
* the individual’s consent to check their status

The checking service or "status check" is free for employers. The Local Authority recommends the schools should use the update system where someone is already subscribing.*Instructions for using the update service are at:*[*https://www.gov.uk/dbs-update-service*](https://www.gov.uk/dbs-update-service)Where the Update service is used the result of the check must be printed out and then kept on the personnel file. The details must be added to the central record.When carrying out an online Status Check of a DBS Certificate you must have seen the original DBS Certificate to check that it is the same level as your required level e.g. Enhanced with a Children’s Barred list check and see what, if any, information that was revealed about the applicant and consider this as part of your recruitment process. You must also satisfy yourself through robust ID checks that the person being checked is the same person as that is named on the actual DBS Certificate. You need to do this by requesting the same documents that would be required if you were carrying out a new check. The current required documents are listed at:<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-> | You MUST record the reference number of the certificate, the date the certificate was seen and who saw it .Where the Update service is used the date of the check must be recorded and who completed it. | The certificate should not be retained for longer than 6 months. |
| List 99 / Children’s Barred list  | Applicants may be allowed to start work before receipt of the DBS check. In such cases a check must be made of the Children’s barred list and a record that proved the check was carried out MUST be made. The decision to start an employee without a DBS rests with the Headteacher.Your HR provider will normally be able to conduct this check for you. For schools using WBC HR please e-mail the surname and DOB to HREnquiries@wokingham.gov.uk | You MUST indicate that the check was done, when it was done and who carried it out. | 7 years from last date of employment |
| Disqualification The Childcare (Disqualification) Regulations 2009  | You must check whether your new employee is required to complete a Disqualification declaration. If they will be working with children under 8 use the table below to determine if a declaration is required.

|  |  |  |
| --- | --- | --- |
|  | In school hours | Outside school hours |
| Reception age or younger | Covered | Covered |
| Older than reception age until age 8 | Not covered | Covered |
| 8 years or older | Not covered | Not covered |

 Note that staff in a school who may come into contact with children under 8, but who are not working directly with them on a daily basis are not covered. Full guidance is available at:<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> | There is no requirement that you record this check on the single central record but you may choose to do so.Where you do choose to do so it would be advisable to indicate when the check was done and who carried it out. | 7 years from last date of employment |
| Prohibition from teaching | Schools must view the record of any teacher to check QTS and Induction status by using the free on-line service via the Teaching Regulation Agency (TRA) The check will also show if the teacher has:• has been prohibited from teaching or is subject to an interim prohibition order• is the subject of a suspension or conditional order imposed by the GTCE (prior to its abolition) that is still current.• has failed to successfully complete their induction or probation period.• has a sanction or restriction imposed by EEA regulating Authorities on or after 18 January 2016**Note** that Academies do not legally need to check QTS status although many will want to do so. Academies must however check that anyone they are employing to ‘teach’ is not prohibited from doing so.It is recommended, but not a statutory requirement, that any qualified teacher who is being appointed to a support staff role should also be checked for any prohibitions.Guidance on using the free Employer Access on line service is available at:<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers> | Confirmation that this check has been done must be recorded with the date it was carried out and by whom.The Prohibition check applies for teachers employed from 2nd September 2013 onwards.EEA prohibition check applies since 18 January 2016. No retrospective checks are required. | 7 years from last date of employment |
| Section 128 prohibition checks | Section 128 of the Education and Skills Act 2008 provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). Academy trusts must conduct them on:* Academy trust members and trustees
* Governors who sit on committees or local governing bodies with delegated responsibilities
* Academy staff engaged in management positions

Management positions are:* Headteacher
* Teaching positions on the senior leadership team
* Teaching positions that carry a department headship
* Other positions, depending on specific responsibilities

Guidance recommends that maintained schools should conduct this check too.Where a DBS check, including a barred list check is being obtained the DBS check will identify a section 128 check. It will not provide information on any prohibitions to teach which must be checked separately if relevant – for example for headteachers. If you are carrying out a DBS check for a trustee or governor without a check of the barred list you will need a separate check of the section 128 list.Guidance on using the free Employer Access on line service is available at:<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>Checks for those who are not qualified teachers have to be done by clicking on the list you want to check and scrolling down manually. |  |  |
| Qualifications  | You MUST keep copies of all certificates which prove the individual holds a qualification legally required for the job – e.g Qualified Teacher Status The original documents must be seen and a note made on the photocopy of the date and who saw it. | A description of the evidence seen and date MUST be recorded. | 7 years from last date of employment |
| References | You MUST keep references received and notes of any telephone conversations with a previous employer. | No requirement for a record on the SCR | 7 years from last date of employment |
| Overseas Criminal records | If the appointee has lived outside the U.K, in addition to a DBS check you should keep any certificate of good conduct from relevant embassies or police forces.Further guidance is available at:<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>Keeping Children Safe in Education (2021) says that for individuals who have lived or worked outside the UK, 'schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered' (paragraph 262).Whilst there are no statutory timescales we would advise that you undertake further checks for anyone who has lived or worked overseas for three months or more in the last five years. | A description of the evidence seen and date MUST be recorded | 7 years from last date of employment |

The UK GDPR introduces a right for individuals to have personal data erased. The right to erasure is also known as ‘the right to be forgotten’. Individuals can make a request for erasure verbally or in writing. You have one month to respond to a request. The right is not absolute and only applies in certain circumstances.

If you receive such a request please contact the WBC Schools HR team for further advice.

**Appendix 10 - GUIDANCE ON COMPLETING THE SINGLE CENTRAL RECORD**

Schools are required to keep an accurate and up to date single central record of recruitment checks. The legal requirements are set out in the School Staffing (England) Regulations 2009[[1]](#footnote-1)

This guidance provides advice on what recruitment checks are required to be included on the record and how the checks should be recorded. It also sets out what checks are not required to be recorded, but must nevertheless be carried out.

**SINGLE CENTRAL RECORD**

The checks that must be recorded on the single central record are:

* an identity check;
* a barred list check;
* an enhanced DBS check/certificate;
* a prohibition from teaching check;
* further checks on people living or working outside the UK;
* a check of professional qualifications; and
* a check to establish the person’s right to work in the United Kingdom.

The following are further checks you must make, but do not have to record on the single central register. You may choose to record them in your single central record if you wish to do so.

* Two satisfactory references
* Fully completed application form with all gaps in employment accounted for.
* Disqualification –only relates to certain roles
* Medical report

**SCR AND MULTI-ACADEMY TRUSTS (MATs)**

Ofsted has issued guidance as follows:

* Multi-academy trust (MAT) staff – Every academy in a MAT needs to maintain a SCR. Where the MAT employs staff who are not assigned to an individual academy, these employees must be recorded on the SCR for the MAT, along with all others employed by the MAT and trustees.
* MAT teaching staff – where teaching staff work in more than one academy across the MAT, they should be recorded on the SCR for one academy. This should be the academy where they spend the most teaching time or the one against which they are recorded for pay and other purposes. For other academies where the member of staff operates, there should be a reference on the SCR to the fact that their record is held at ‘XX academy’.

Although the advice relates to teachers it would seem appropriate to apply it to all staff in an academy.

**WHO TO INCLUDE ON THE SINGLE CENTRAL RECORD**

The single central record must cover the following people:

* All staff\*
* All volunteers including governors and trustees who have regular, unsupervised contact with children
* All supply/agency staff working in the school for a ‘reasonable’ length of time
* Contract staff that come into regular contact with children and young people – such as cleaning, caretaking and kitchen staff
* Others who have regular contact with children e.g. sports coach, dance instructors, one to one tutors
* For independent schools, including academies and free schools, all members of the proprietor body.
* Student teachers if they are on the school payroll. If they are on a placement you will need to make a note that checks have been made and where they are kept

\* There is no requirement to keep leavers on your record. Good practice would be to place them on a separate tab and leave them there indefinitely or at least until the 70th birthday. However, the ex-employee has the right to ask for this information to be removed, under GDPR regulations.

**ADVICE ON COMPLETING THE CHECKS**

For advice on DBS checks see appendix 6.

For advice on Disqualification checks see appendix 7.

For advice on the following checks see appendix 9:

* Right to work
* Prohibition
* Identity
* Qualifications
* Overseas criminal records checks

**MODEL SINGLE CENTRAL REGISTER**

A model register is set out in Appendix 10a

**GUIDANCE NOTES FOR EACH COLUMN OF THE REGISTER**

**Note 1 – Identity Checks – The check should confirm name, date of birth, address and evidence of identification (photographic wherever possible). A photocopy of identification seen should be signed and dated by the person who has seen the original and kept on the individual’s personnel file.**

**Note 2 – A Children’s Barred List check (formerly List 99) must be undertaken on all staff working in schools. If an enhanced DBS ~~(formerly CRB)~~ check has been made and this includes a check against the Children’s Barred list you should mark this column N/A. If the person is allowed to commence work before the DBS has been returned then a separate Barred List check must be made by contacting your HR provider.**

**Note 3 – Since 2nd September 2013 it has been a statutory requirement to check, on appointment, that a teacher is not prohibited from teaching. This can be done via the DfE sign in portal and the section referred to as “Employer Access Service”. You will need to choose the ‘Teacher Services - Employer Access - Schools’ service.**

**Retrospective checks for those appointed before 2nd September 2013 are not required.**

**Note 4 – Depending on how the school obtains its DBS checks will determine how these columns should be completed. If the school receives confirmation from a provider, for example Employee Services, that a check is clear the date this e-mail is received should be put in the ‘check made by and date column’. Schools MUST require the person to bring in a copy of the Disclosure certificate and the date this is seen is put in the column headed ‘certificate seen by and date’.**

**Note 5 - The school should be able to evidence that it has complied with the Childcare Disqualification Regulations and that staff, where applicable, have been asked to confirm that they are not disqualified under the regulations.**

**Note 6 – Eligibility to work in the UK must be confirmed before the employee starts work. The record should indicate the document that was evidenced to confirm that right.**

**Note 7 – Where a qualification is a requirement of the post, it must be checked and confirmed as a part of the record, this includes QTS, where the school requires it and NPQH. Schools will be able to see the qualification of teachers when they carry out the prohibition check (Note 3), but teachers should still be asked to bring in their certificates.**

**Note 8 – Although you must still undertake a DBS ~~(formerly CRB)~~ check for staff that have lived overseas, it is necessary to undertake further checks with the country where they lived.**

**Note 9 – Section 128 checks are only applicable to Academies and Free**

**Schools, and for governors in maintained schools.**

**Note 10 – Update Service. If an individual has signed up to the DBS Update Service, you will need to see their original certificate and check its authenticity on the DBS website: secure.crbonline.gov.uk/crsc/check**

**General Notes :**

**Governors/Volunteers –** If you consider that they are in Regulated activity the following columns should be completed:

Identity, Barred List check, DBS, Disqualification (where appropriate) and any overseas checks.

Supervised volunteers not working in Regulated activity can be recorded, but there is no requirement to do so.

**Supply Staff –** You should ensure that you have written confirmation from the agency that they have carried out all the necessary checks for every member of staff of staff they supply to you (and attach this to the record). They must also tell you when there is any information revealed on the DBS disclosure.

1. <http://www.legislation.gov.uk/uksi/2009/2680/schedule/2/made> [↑](#footnote-ref-1)