



Safer Recruitment Policy

Our Mission

“Together we work as one family to ensure excellence for all.”

Our Vision

To be an ambitious, inclusive, collaborative family of schools, ensuring fullness of life and excellence in education, whilst celebrating individuality.

Policy Reviewed and Adopted by Board of Directors:	Autumn Term 2024
Date of Next Review:	Autumn Term 2026
Responsible Officer:	Lindsey Vollans

This policy aims to ensure both a vigilant culture and a rigorous, 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.

Recruitment and Selection Statement

One Excellence Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all directors, staff and volunteers to share in this commitment. There will always be a member of the recruitment panel who has undertaken Safer Recruitment training.

One Excellence Multi Academy Trust 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 One Excellence Multi Academy Trust's performance and fundamental to the delivery of a high quality service.

One Excellence Multi Academy Trust is committed to ensuring that the safeguarding and welfare of children and young people occurs at each stage of the recruitment and selection process and to ensure a consistent and equitable approach to the appointment of all school based staff.

The Trust will ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.

Purpose

Safeguarding is a statutory responsibility for the whole workforce and is therefore evident in job adverts, job descriptions, and personal specifications. These make clear the level of clearance required. This will ensure that the recruitment of all staff including volunteers is conducted in a fair, effective and economic manner, and in accordance with statutory requirements and good practice.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants.

Scope

The policy applies to all employees and Directors responsible for and involved in recruitment and selection of all school based staff. Where a Head Teacher or Deputy Head Teacher is being appointed, the Directors will seek support from HR to ensure compliance with KCSIE (as amended). Where the role is specifically around keeping children safe, job descriptions will explicitly identify experience, training and clearance needed, in line with guidance in KCSIE.

The ultimate responsibility for recruitment and selection lies with the Directors. Where appropriate, Directors have delegated the responsibility to the Chief Executive Officer or Headteacher for appointing other than those to the leadership group.

Equal Opportunities

One Excellence Multi Academy Trust is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. One Excellence Multi Academy Trust acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

Recruitment and Selection Guidance

Safer Recruitment – Recruitment and Selection Training

Safer Recruitment training is undertaken by each school and every selection panel has at least one member who is trained.

Advertising

One Excellence Multi Academy Trust uses MyNewTerm as a recruitment management system and candidates are directed to the platform to apply for any advertised positions.

Posts will be advertised on a number of platforms, including MyNewTerm, Northeast Jobs, Gov.uk and Local Authority Websites.

Pre-recruitment process

Objective

The objective of the recruitment process is to attract, select and retain safe staff who will successfully and positively contribute to the future development of safeguarding at One Excellence Multi Academy Trust. 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 One Excellence Multi Academy Trust.
- Give successful applicants a clear understanding of the post and what is expected of them.
- Reduce the risk of an inappropriate selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children.

Adverts

The prime purpose of the job advertisement is to attract a suitable number of appropriately qualified people to apply for a vacancy and to achieve this objective in a cost-effective way. The content of adverts must be factual, non-discriminatory and will include:

- Job title and location;
- Hours of work;
- Description of the job;
- The essential/desirable qualifications, skills, abilities, experience, attitude, and behaviours required for the post;
- The safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children;
- The rate of pay/appropriate pay scale for the post including the pro rata salary for part-time posts;
- Details of any additional payments or allowances applicable;
- Any career or training opportunities where appropriate;
- Closing date for applications and if known the date(s) of interview/selection process;
- Contact details for queries or further information;

In **addition** to the above, adverts for **teaching** staff will also include:

- The Academy's position on matching existing salaries for Teaching staff and the salary range of the post (in accordance with the Trust's Pay Policy for Teaching Staff)

The advert should also include:

- The Trust's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken;
- The safeguarding responsibilities of the post as per the job description and personal specification; and
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Application Form

The application pack promotes the welfare of children and evidences how safeguarding is embedded in Trust policies. It will contain:

- Application form –standardised template inclusive of all self –declaration elements for the role if it involves contact with children/vulnerable adults and are exempt from the rehabilitation of offenders Act 1974. This should also demonstrate how any confidential disclosures will be handled (in marked envelope or sent separately)
- Advise candidates that CVs are not accepted, as application form completion is mandatory or best practice in your setting
- Job description Person specifications- ensure these have essential requirements rather than desirable
- Recruitment of ex -offender policy statement if post requires this
- Links to Current CP Policy

Job Description and Person Specification

A job description details the purpose, tasks and responsibilities of the job. It will include:

- Main purpose of the job
- Main tasks of the job.
- Scope of the job – expanding on the main tasks and the importance of the job. This can be done by indicating information such as the number of people to be supervised, degree of precision required and the value of any materials and equipment used
- The essential/desirable qualifications, skills, abilities, experience, attitude, and behaviours required for the post;
- The safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children;

Shortlisting

Applicants should be shortlisted and interviewed according to the agreed criteria contained within the Person Specification.

A candidate is selected for the shortlist on the basis of information given on the application form, and any other additional information which is acceptable, compared against actual requirements for the job detailed in the Job Description and Person Specification. The selection criteria must be applied consistently to all applicants and on no account should any assumptions be made about the ability of any individual candidate. Prior knowledge of a candidate should not be used during this process.

The use of selection matrices will ensure that the process is being carried out in a systematic manner.

In the event of there being no suitable candidates it will be necessary to re-advertise the vacancy. Head Teachers and Governing Bodies need to be aware of the importance of providing clear and valued reasons for non-selection. Increasingly applicants who are not shortlisted request feedback on their application and it is therefore important that valid reasons are provided.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children (APPENDIX 3). In addition, as part of the shortlisting process we will carry out an online search as part of our due diligence. This may help identify any incidents or issues that have happened that are publicly available online, and we may want to explore with the applicant at interview

References

These are requested prior to the interview for all shortlisted candidates so that any anomalies can be explored further with the referee or/and candidate at the interview.

The Trust will:

- Use a standardised reference request form –liability for accuracy referenced
- Gaining references for a candidate, one from last employer and one from the last position they worked with children if possible- best practice KCSIE
- Scrutinising references as a panel –to see any discrepancies and clarify with referee or candidate

Asking questions about absence is for administrative ease rather than a safeguarding requirement, and therefore questions about health and sickness absence are not to be routinely asked until the offer of work has been made. In practice this

means that once a conditional offer of employment has been made, the employer will go back and seek information from the referee about attendance and absence.

Where possible, the panel member who has undertaken the safer recruitment training will assume responsibility for checking the references on behalf of the panel and advises on how issues of concern can be explored. The referee will be contacted to provide further clarification as appropriate; e.g. if the answers are vague. References are also be used to compare for consistency with the information provided by the candidate on their application form and any discrepancies should be taken up with the candidate.

Where a reference has not been obtained on the preferred candidate before interview, the prospective employer should ensure that it is received and scrutinised, and any concerns are resolved satisfactorily before the person's appointment is confirmed.

For Headteacher appointments a reference from the current employer is required Where the candidate is employed by a trust or academy the reference should be sought from the Director of the Trust/Academy and the Headteacher of One Excellence Multi Academy Trust.

A pro forma reference request is sent to referees, examples are included as Appendices in this document:

- **Appendix 4**, Reference Request for School Teachers
- **Appendix 5** Reference Request for Support Staff

Interview

Interview panels will include at least one member who has received safer recruitment training and has the authority to appoint.

Interviews will be face to face and include the same individuals who have been part of the whole recruitment and selection process.

Interviews will include all relevant information and instructions to ensure equality for all –selective tools to be used for example: observations or guided tours by young people. Where appropriate, pupils/students should be involved in the recruitment process in a meaningful way.

The members of the panel will have the necessary authority to make decisions about the appointment in accordance with the Trust's scheme of delegation. Appointment of Headteachers will need to be ratified by the Board of Trustees.

Panel members will meet before the interviews to:

- agree the assessment criteria in the person specification;
- agree the questions and key responses that are expected in advance from which the panel will not deviate. The questions will be based on the criteria in the person specification, exploring candidate's skills and asking for examples of experience of working with children which are relevant to the role. The questions should include finding out what attracted the candidate to the post being applied for and their motivation for working with children;
- agree the issues to be explored with each candidate at interview based on information provided (especially any gaps in employment history and any concerns/discrepancies arising from the information provided by the candidate or his/her Referee);
- agree which panel member will ask each question and that notes will be taken by all panel members to act as a record;
- agree the scoring criteria against which the candidates will be assessed.

The interview will bring all the processes to gather to enable the panel to make an informed choice on who is the best candidate for the role.

The interviews should be used to explore potential areas of concern to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- implication that adults and children are equal;
- lack of recognition and/or understanding of the vulnerability of children;
- inappropriate idealisation of children;
- inadequate understanding of appropriate boundaries between adults and children; and,
- indicators of negative safeguarding behaviours.

Pre-employment checks and Single Central Record

The offer of employment made by the panel is **conditional** on satisfactory pre-employment checks.

The Trust will explain how these checks and the permissions will be carried out and how permissions required from the candidate to hold confidential and restricted information will be taken and where it will be stored and retained.

Any job offer must be conditional based on the following:

- receipt of at least two satisfactory references (to confirm the successful applicant's previous employment history and experience);
- verification of the successful applicant's identity, best practice is checking the name on their birth certificate, where this is available;
- verification that the successful candidate has the academic or vocational qualifications that are specified as essential or desirable criteria on the job specification. If the successful candidate cannot produce original documents or certified copies, written confirmation of his or her relevant qualifications must be obtained from the awarding body by the candidate;
- verification of the successful candidate's professional status where required e.g. QTS status, NPQH (National Professional Qualification for Headship)¹;
- obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);
- obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verification of the candidate's mental and physical fitness to carry out their work responsibilities²;
- checks to confirm the right to work in the UK, including EU nationals;
- if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate;
- a prohibition check to see if a teacher has been issued with a prohibition or interim prohibition order, carried out using the Teachers' Services/Employer. Access Online Service;
- a check that the person is not the subject of a suspension or conditional order imposed by the GTCE (prior to abolition) that is still current;
- if working in a relevant setting confirmation that the person is not disqualified under the Child Care Act 2006 (Please refer to Appendix B for further information.);
- for individuals undertaking a management position, a check, conducted via The Teaching Regulation Agency (TRA), for a Section 128 direction which prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools.

A record of the checks must be recorded on each school's single central record.

Individuals who have lived or worked outside the UK will undergo the same checks as all other staff. In addition, the Trust will make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. Further information can be obtained from the Trust's HR office.

These checks could include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions
- obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are

¹ The Teacher Services system will be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation

² A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role, in line with the Equality Act and requirement to consider reasonable adjustments for a disabled applicant.

aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available the Trust will seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, the Trust will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

Following the UK's exit from the EU, the Trust will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

Post Appointment Induction

There will be an induction programme for all staff, Directors and other volunteers newly appointed in an establishment, including teaching staff, regardless of previous experience.

Insofar as the safeguarding and promoting of children's welfare is concerned, the programme should include information about, and written statements of:-

- policies and procedures covering safeguarding/child protection, anti-bullying/cyber bullying, anti-racism, behaviour discipline and the use of reasonable force/intimate care, e-safety/photographs/digital imagery
- safe practice and the standards of conduct and behaviour expected of staff and pupils / young people in the establishment – through the Staff Behaviour Policy.
- how, and with whom, any concerns about those issues should be raised – through the Confidential Reporting Policy (Whistle Blowing Policy)
- other relevant procedures, e.g. disciplinary, capability, confidential reporting etc.
- attendance at safeguarding child protection awareness raising training, appropriate to the person's role should also be arranged

Volunteers

Safer Recruitment and selection processes apply to all volunteers. They are subject to the appropriate level of checks for the role that they are undertaking within school. Under no circumstances are volunteers for whom there are no check allowed to engage in unsupervised activity.

Agency/Supply Teachers

All Safer Recruitment and selection processes apply to all supply staff. Written notifications of the safeguarding checks by the agency must be carried out, received and verified by schools.

Schools must check with the relevant supply agency and obtain written confirmation that all appropriate checks have been undertaken. Each school will verify identities on arrival and before they take up position.

Students

All Safer Recruitment and selection processes apply to all students. Written notifications of the safeguarding checks by the training organisation will be carried out, received and verified by the Trust.

Each school will verify identities on arrival and before they take up position.

Induction

All new starters will receive a thorough induction into the safeguarding systems of the school including the key safeguarding policies. New starters will sign to say that they have read and accepted the vigilant culture demonstrated by these policies.

All staff will receive Child Protection training and regular updates.

Definition of Regulated Activity relating to Children includes those who provide:

- Unsupervised activities - teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children (if done regularly);
- Work for a limited range of establishments with opportunity for contact e.g. schools, children's homes, childcare premises (if done regularly but not work by supervised volunteers);
- Relevant personal care e.g. washing or dressing, or healthcare by or supervised by a professional (even if done once);
- Registered child minding and foster carers.

Single Central Record

The Trust will maintain a Single Central Record (SCR) that will cover as a minimum the following people:

- all staff, including teacher trainees on salaried routes, and supply staff who work at the Trust, even if they work for one day;
- all members and trustees of the academy trust.

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

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check where required;
- a section 128 check where required;
- further checks on people who have lived or worked outside the UK (this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

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

There is no statutory duty to include on the single central record details of any other checks. The Trust does not record any other information. Should any further information be deemed relevant, the Trust will add the information and also record the name of the person who carried out each check.

As a multi-academy trust (MAT) we maintain a single central record for the whole Trust with different 'tabs' for each Academy/School. The SCR is securely stored and easily accessible to those who need to see it, including Ofsted inspectors.

The single central record is kept in electronic form.

Any concerns about an applicant's suitability to work with children will be reported to the police and/or the Department for Education (DFE) and the Disclosure and Barring Service (DBS).

Appointments prior to completion of the check

To ensure the safety of children and vulnerable adults it is One Excellence Multi Academy Trust's policy that DBS checks must be completed before the applicant commences employment.

Pre-employment Checklist for Schools

	Initials	
<p>Training: Has at least one member of the short listing and interview panel carried out the Safer Recruitment Training?</p> <p>Name of individual:.....</p>		
<p>Advertising: To include all relevant details of the post including salary and reference to policy statement of safeguarding and promoting welfare of children</p>		
<p>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. If the form is electronic ensure the applicant sign the form at the interview</p>		
<p>Short listing: The short listing process should be undertaken by all the members of the interview panel</p>		
<p>References: Requested</p>		
<p>Invitation to interview: Letter to candidates sent to include all relevant information and instructions including directions and what identity information/qualification evidence is required to be produced</p>		
<p>References: Received, scrutinise and checked against information on application form, make note of any discrepancy/issue of concern to bring up at interview</p>		
<p>Interview: At least 3 interviewers: panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards: <u>one member to have completed Safer Recruitment Training</u></p>		
<p>Conditional Offer of Employment: Made in writing subject to satisfactory completion of the following pre-employment checks, and 6 month probationary period where appropriate (Support Staff)</p>		
<p>Attendance/Sickness Records: Contact the person nominated in the reference to provide the information in regard to attendance/sickness record.</p>		
<p>Identity: Verified if not completed on day of interview</p>		
<p>Right to work in UK: The candidate has provided satisfactory evidence, in accordance with Section 8 of The Asylum and Immigration Act 1996, that they have the right to work in the UK and to undertake the type of work on offer</p>		
<p>DBS: Enhanced level Disclosure and Barring Service disclosure has been undertaken and a satisfactory disclosure certificate received and recorded or the</p>		

candidate has not previously lived in the UK and has provided a certificate of good conduct issued by the relevant police force in their last country		
Barred List Check: Is undertaken as part of an Enhanced DBS disclosure or a separate check to indicate the person is not included in the DfE Barred List or the Children and Vulnerable Adult Barred List		
Prohibition Check: Is undertaken to ensure that a teacher is not prohibited from teaching – this check can be done via the NCTL through the GOV.UK website (currently under review)		
Medical Clearance: Occupational health confirms the candidate is medically fit both physically and mentally to undertake this post in accordance with The Education (Health Standards) (England) Regulations 2003		
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		
For Teachers: QTS: For teaching posts in maintained schools the teacher has obtained QTS or is exempt from the requirement to hold QTS. The candidate needs to provide original documentary evidence		
Schools Single Central Record (SCR) of evidence updated: in line with advice from DfE. Keeping children safe in education April 2014 and guidance for Ofsted inspectors 2014		
For Teachers: Statutory induction completed: For teachers who obtained QTS after 7 May 1999, the candidate has provided documentary evidence they have successfully completed the statutory induction period		
Teachers' Pensions: Teachers will automatically be in the scheme unless they have previously opted out. The new pension auto enrolment rules will mean that all new teachers are entered in to the scheme even though they may have previously opted out.		
Support Staff Pensions: New employees will be automatically entered in to the scheme even though they may have previously opted out.		
Supply Teachers: If applicable - the agency have provided written confirmation that they have successfully undertaken all of the checks above.		
Volunteers: Follow the above list for volunteers		
<p>CONTRACTS PROCEDURE: The following information passed to Xentrall Shared Services (Contracts HR) for the preparation of a contract:</p> <ul style="list-style-type: none"> • Appointment Form PSE XEN 2 completed fully and sent with a copy of the application form attached • Photocopies of qualifications and references • Completed DBS Form 		

- | | | |
|--|--|--|
| <ul style="list-style-type: none">• Completed Medical Questionnaire• Verification of employee's ability to work in the UK• Verification of employee's identity• Confirmation of QTS | | |
|--|--|--|

A CONTRACT WILL NOT BE ISSUED UNLESS ALL NECESSARY DOCUMENTATION LISTED ABOVE IS RECEIVED

NB: Copies of all this evidence should be kept on individual personal files



APPLICATION FORM
PART A

Please complete this form in black ink and return to: natasha.white@oneexcellence.co.uk	
Post Title:	
Surname:	Forename:
Address:	Telephone No: Home
	Mobile:
Postcode:	Work (if convenient):
E-mail address:	
Social Media Handles:	
Please state where you saw the advertisement for this post:	

EMPLOYMENT

<p>Current Post Title*: (*If currently unemployed please give your most recent post with date of leaving and reasons for this.)</p>			
Name and address of current Employer	Date		Grade and present salary
	From	To	

EDUCATION

Secondary Education				
N.B. appointment will only be confirmed subject to receipt of official certificates in support of below. (Please use continuation sheets if required)				
School attended	Qualifications	Subject	Date	Grade

Further and Higher Education:				
School, College or University	Qualifications	Subject	Date	Grade

Professional Membership/Qualification:				
Institute	Grade of Membership	Year of Election	Registration Number	Expiry Date (if applicable)

Personal Statement:

Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required).

REFEREES

Give name, job title, relationship to referee and address of TWO people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

Please note that for positions in contact with children One Excellence Academy Trust has the right to seek references from any or all previous employers prior to interview.

Referee 1 Name:	Referee 2 Name:
Job Title:	Job Title:
Relationship to Referee:	Relationship to Referee:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
E-mail:	E-mail:
This reference can be requested prior to interview:	This reference can be requested prior to interview:

Please note: Appointment will only be confirmed subject to satisfactory references and other pre-employment checks in accordance with statutory guidance. This includes candidate online searches.

If you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.

APPLICATION FORM
PART B

One Excellence Academy Trust is an equal opportunities employer and need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

1. Are you: Male Female

2. Date of Birth: Prefer not to say

3. Do you consider yourself to be a person with a disability?
This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.

Yes No Prefer not to say

4. What is your religion or belief?

Christianity Judaism Baha'i
 Hinduism Sikhism No Religion
 Islam Buddhist Prefer not to say
 Other – e.g. Humanist, Atheist, etc (Please state)

5. How do you describe your sexuality?

Heterosexual/Straight Bisexual Prefer not to say
 Gay Man Gay Woman / Lesbian

6. Please describe your ethnic origin

<p>White</p> <p><input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background</p>	<p>Black or Black British</p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background</p>
<p>Arab or Middle Eastern</p> <p><input type="checkbox"/> Arab <input type="checkbox"/> North African <input type="checkbox"/> Any other Arab or Middle Eastern Background</p>	<p>Travelling Community</p> <p><input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller of Irish Descent <input type="checkbox"/> Other member of the travelling community</p>
<p>Asian or Asian British</p> <p><input type="checkbox"/> Indian</p>	<p>Mixed</p> <p><input type="checkbox"/> White & Black Caribbean</p>

<input type="checkbox"/> Pakistani	<input type="checkbox"/> White & Black African
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> White & Asian
<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other Mixed Background
<input type="checkbox"/> Any other Asian background	
Other ethnic groups: Please state	Prefer not to say
	<input type="checkbox"/> Prefer not to say
7. What is your Relationship Status?	
<input type="checkbox"/> Married/Civil Partnership	<input type="checkbox"/> Prefer not to say

ADDITIONAL INFORMATION

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

Please ensure you complete the Criminal Record Declaration Form and submit this alongside your application form.

Do you hold a DBS Certificate? Yes No

Have you subscribed to the update service? Yes No

If yes:

Please indicate level of check: Standard Enhanced

Please indicate workforce: Child Adult Child and Adult Other

Have you ever been disqualified under DCCR (Disqualification of Care of Children Regulations 1991)

Yes No

Eligibility to work in the United Kingdom

To ensure One Excellence Academy Trust complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom.

National Insurance Number:

Are there any restrictions regarding your right to work in the UK? Yes No

If yes, please give details:

I have read the guidance notes including the information regarding Criminal Convictions and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.

I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview.

Signature:

Date:

Criminal record declaration form for jobs exempt from the ROA

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

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 any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

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

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

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Criminal record declaration form (exempt positions)

Surname:		Forename:	
----------	--	-----------	--

Do you have any cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes

No

If you have answered yes, you now have **two** options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below.

Option 2: You can disclose your record under a separate cover 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

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 One Excellence Multi Academy Trust.

Signed:

Date:

Please return this form to: *Natasha White – natasha.white@oneexcellence.co.uk*

Reference Request for Teaching Staff**Post Applied For:**

Candidate Name:

Current Job Title:

Current Salary/Pay scale:

Dates of Employment: From:

To:

Main Duties and responsibilities**Assessment: Please give your assessment of the candidate's suitability and professional abilities below. (measured against the job role and personal specification) Please continue on a separate sheet where appropriate.**

Issues of Capability

In accordance with the requirement for schools to pass on information about Teachers and Headteachers who have been under a capability performance process, to prospective employers please provide the following:

- a) Has the candidate been subject to capability (performance) procedures either informal or formal stages within the last 2 years? Please state below

.....

- b) Please provide details of the areas of concern

.....

.....

- c) Were any formal warning (s) provided?

.....

.....

a) Are you aware of any reason the candidate should not be employed?	Yes	No
--	-----	----

(If Yes 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) **Attendance/sickness Records**

Please supply details of a contact within your organisation that can provide information on attendance/sickness record, should a job offer be made?

Name of contact:

Telephone number:

e) 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 comment on the suitability of the candidate for 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 here:

Under the Data Protection Act 1998 where there has been a Subject Access Request, your consent is required before we may disclose to the data subject the information contained in this reference.

I do/do not agree to the disclosure of the information contained in this reference.

Signed

Position

Name

Tel. Number

Relationship to candidate (e.g. Manager)

Do you wish to talk further to the Headteacher

Yes

No

Please ensure the reference is accurate and does not contain any material inaccuracies or omission.

The Headteacher may contact you if clarification is required on any point or if there has been an omission.

Thank you for taking the time to complete this reference.

Please return to:



Reference Request for School Support Staff

Post applied for:

Candidate Name:

Current Job Title:

Current Salary/Pay scale:

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					
Attendance					
Reliability					
Quality of Work					
Attitude to Work					
Ability to Work without Supervision					
Professional Knowledge/Skills/Ability					
Managerial style/ability/experience					
Team Working					

a) Are you aware of any reason the candidates should not be employed?

Yes

No

(If Yes 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) **Attendance/sickness Records**
Please supply details of a contact within your organisation that can provide information on attendance/sickness record, should a job offer be made.

e) 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 comment on the suitability of the candidate for this position. You should include the candidate's current knowledge compared to that required for the 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?	Yes	No
---	-----	----

If yes please give details

--

Under the Data Protection Act 1998, where there has been a Subject Access Request, your consent is required before we may disclose to the data subject the information contained in this reference.

I do/do not agree to the disclosure of the information contained in this reference.

Signed		Position	
--------	--	----------	--

Name		Tel. Number	
------	--	-------------	--

Relationship to candidate (e.g. Manager)

Do you wish to talk further to the Headteacher	Yes	No
--	-----	----

Please ensure the reference is accurate and does not contain any material inaccuracies or omission.

The Headteacher may contact you if clarification is required on any point or if there has been an omission.

Thank you for taking the time to complete this reference.

Please return to:

Natasha White
One Excellence Multi Academy Trust

Email: natasha.white@oneexcellence.co.uk