



P01: SAFEGUARDING AND CHILD PROTECTION (Related Document)

RECRUITMENT AND SELECTION PROCEDURES

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INTRODUCTION

Safeguarding and promoting the welfare of children and young people is an integral factor in the School's recruitment process and plays an essential part in creating a safe environment for children and young people.

This document sets out the duties and responsibilities of all staff within the School in relation to recruiting and vetting staff, contractors and volunteers and for providing a safe learning environment.

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Education Act 2002
- Equality Act 2010

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2019) 'Keeping children safe in education'
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2019) 'Governance handbook'

This document must be read in conjunction with the following School policies:

- 01 Safeguarding and Child Protection Policy (and appropriate related documents)
- 13 Equal Opportunities Policy (and appropriate related documents)
- 14 Data Protection Policy (and appropriate related documents)
- 16 HR and Employment Policy (and appropriate related documents)

This document does not form part of any member of staff's contract of employment and may be amended at any time.

DEFINITIONS

Regulated activity – includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
- The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

- A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

Teaching role – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of ‘Keeping children safe in education’ (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Head to provide such direction and supervision.

Standard DBS – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.

Enhanced DBS – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS with barred list check – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list.

Children’s barred list – the DBS maintains a ‘barred list’ of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

Section 128 check – this 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). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

Safer recruitment – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

Roles and responsibilities

The governing body (the Council) is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined in the Introduction.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Appointing an appropriate recruitment panel.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring a member of the board is on the recruitment panel for a new Head.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.

- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with the School's Data Protection Policy.

The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the Head (or Bursar as appropriate).
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Appointing an HR advisor who will be responsible for the entire management of the recruitment process.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

The Head is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Leading the interview when the candidate is at a lower level than Head, or delegating responsibility for leading the interview to the Bursar or other members of the Executive Team as appropriate.

During the recruitment process, and especially during the initial stages, the recruitment panel and the Head will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that don't support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment

EQUAL OPPORTUNITIES

When recruiting, the school will adhere to its Equal Opportunities Policy.

The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.

The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.

The governing board will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.

Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- Positive action to recruit people with disabilities
- Equal opportunities monitoring (which will not form part of the decision-making process)

PLANNING, ADVERTISING AND SHORTLISTING

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

The Head and/or members of the Executive Team will:

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
- Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that application packs, where relevant, state that applicants must be willing to sign the staff disqualification declaration.

The job information and associated documents will be published online.

The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The recruitment panel will comprise at least three members of staff, with the Head usually being one of these (where the Head is not available or the post is a support role appointed by the Bursar, at least one member of the Executive Team will be on the recruitment panel).

Where possible, the recruitment panel will be an odd number so majority votes can be cast.

At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.

The recruitment panel will create the advertisement.

The recruitment panel will ensure the advertisement includes the following requirements:

- Information specific to the role on offer and the school as a whole
- The benefits of the role are highlighted
- The advertisement is relevant to the target audience

- The advertisement is communicated directly and concisely, and includes a clear call to action
- Applications can be submitted electronically

The recruitment panel will also ensure that application packs include the following:

- A comprehensive job description
- A comprehensive person specification
- Any equal rights material, e.g. an equal opportunities statement
- A brief outline of the school, its values and aims

Requests for further information from applicants are replied to promptly.

All applications are replied to with a letter (normally by email) notifying candidates whether they have been shortlisted or not.

Interviews are arranged for the shortlisted candidates.

Vacancies will be advertised through external media, such as the local newspaper, with due consideration to the school's Equal Opportunities Policy, ensuring that the advertisement reaches a wide range of groups.

Advertisements will contain a statement of commitment to ensuring equal rights.

Advertisements will include a job description, person specification and detail the closing date.

The contact email of the appointing officer and details of the application process will be clearly outlined.

Application forms will be accessible on the school's website.

The school may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.

The school will never accept a CV alone, only completed application forms.

When shortlisting candidates for an interview, all application forms will be considered.

At least two members of the recruitment panel will be involved in the shortlisting process.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.

The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel read through all applications. Each member of the panel will create their own shortlist, using a shortlisting grid, which will then be collated and discussed.

Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

INVITATION TO INTERVIEW

Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the HR Advisor and suitable interview times will be decided.

The HR Advisor will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.

Where possible, the HR Advisor will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate.

One of the references will be from the candidate's most recent employer.

Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.

References will be from a senior member of staff and not a colleague.

Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.

Electronic references will be vetted to ensure they originate from a credible source.

References from internal candidates will also always be scrutinised before interview.

Permission will be sought from the candidates before the HR Advisor contacts referees.

Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.

Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

PRE-INTERVIEW CHECKS

The HR Advisor will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees

DIGITAL FOOTPRINTS

The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview.

This process may include a search for the candidate via (this list is not exhaustive):

- Google
- Facebook
- LinkedIn

Any concerns will be addressed during the interview process.

THE INTERVIEW

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison.

Any concerns raised through contact with referees will be discussed with the candidate at this stage.

The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.

Candidates shortlisted for interview will be given the opportunity to complete a self-disclosure form upon arrival for their interview. The form is placed in a sealed envelope and given to the recruitment officer prior to the candidate entering their interview.

The candidate will be given the opportunity to discuss any concerns or ask any questions.

The interview will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete one of the following exercises:

- Role play exercises
- Presentations
- Group exercises
- Written exercises
- Aptitude/ability tests
- Personality questionnaires
- Getting the candidate to work in supervised activity with pupils

Interview candidates are asked to bring proof of ID (photograph) with them to interview. HR take a copy and verify that the ID is a true likeness of the candidate.

AFTER THE INTERVIEW

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely by HR for an appropriate amount of time after the interviews, in line with the Data Protection Policy, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

The HR Advisor will send shortlisted candidates the self-declaration of criminal record form, alongside a copy of the school's disqualification form, where appropriate. The HR Advisor will, where necessary, following up candidates' self-declaration forms

PRE-APPOINTMENT CHECKS

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity

- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- Verify a candidate's mental and physical fitness to carry out their role
- Verify the person's right to work in the UK
- Make further checks on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate
- Ensure there are no restrictions from EEA member states
- Make a prohibition order check
- Check references
- Ensure the application form was fully completed
- Verify the candidate is not disqualified from working with children under 8 (where appropriate)
- For those in management, trustee or governor roles, a section 128 check will be carried out

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' web page.

Although there is no requirement to do so, the School will obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK even if, in the three months prior to their appointment, the applicant has worked:

- In a school in England in a post which brought them into regular contact with children or young persons; or
- In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons.

Volunteers

Volunteers not engaging in regulated activity will not require an enhanced DBS check or a barred list check.

If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.

Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

Candidates who have lived outside the UK

No exceptions will be made for candidates who have lived outside of the UK. All mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

The DfE's guidance on the employment of overseas-trained teachers will be consulted should an overseas candidate apply for a teaching position.

Agency and third-party staff

In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.

Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. On the first on-site day, the individual must bring in photo ID and their DBS certificate. A copy of their photo ID will be retained on site and a note of the date the DBS certificate was seen will be recorded.

Trainee/student teachers

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.

The individual must bring with them on their first day on-site photo ID and their original DBS certificate.

Existing staff

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.

An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the referral duty criteria in this policy.

The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that harm.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual is deployed to another area of work not in regulated activity, or where they have been suspended.

Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.

Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

Contractors

The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The school will always check the identity of contractors and their staff on arrival.

Governors

The governing board may request an enhanced DBS certificate without a barred list check on an individual as part of the appointment process for governors. An enhanced DBS certificate (which will include a barred list check) will only be requested if the governor will be engaging in regulated activity; this also applies to volunteer governors.

Associate members will not be asked to undertake a DBS check.

AFTER THE PRE-APPOINTMENT CHECKS

Once the pre-employment checks have been completed, the recruitment panel will:

Agree a start date with the candidate.

Destroy the completed self-declaration forms.

Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.

Add the required details of the checks carried out to the school's SCR.

SINGLE CENTRAL RECORD (SCR)

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

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 will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained and the initials of the checker:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a Prohibition from Management 142 Check
- 2 satisfactory references
- Fully completed application form

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

If checks are carried out on volunteers, this will be recorded in the SCR.

INDUCTION

All staff who are new to the school receive induction training including safeguarding policies, guidance on safe working practices and health and safety information. The purpose of the induction is to:

- Provide training and information about our policies and procedures
- Support individuals in a way that is appropriate for the role for which they have been engaged
- Confirm the conduct expected of staff within the school
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibility
- Enable the person's line manager or supervisor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately

SAFER RECRUITMENT TRAINING

At least one member of the recruitment panel will have completed formal safer recruitment training.

As a measure of good practice, the school will ensure that this training is renewed every five years.

MONITORING AND REVIEW

This document is reviewed annually by the governing body and the Executive Team as part of the review of 01 Safeguarding and Child Protection Policy.

APPENDIX 1: RECRUITMENT AND INDUCTION CHECKLIST

Recruitment checklist

Action	Date completed	Completed by (initial)
Identify need for vacancy / new role		
Recruitment approved by Head or Bursar		
Draft job description and person specification		
Does the position amount to "regulated activity" Yes / No		
Advertisement placed externally job board / paper		
Identify interview panel members and plan interview day, including the development of interview questions and tasks. (At least 1 panel member to be trained in Safer Recruitment. Safeguarding questions to be developed and asked to assess suitability to work with children and radical political view points)		
Vacancy placed on School website Staff notified via email Documents uploaded onto website: job description & person specification application form equal opportunities monitoring form recruitment, selection and disclosure policy child protection policy school information		
Receive and log completed application form & covering letter send email confirming receipt, request confirmation of DfES number Check that a full employment history has been provided. If not, or if any gaps in the candidate's employment history seek explanation from the candidate. Check that a written record of the applicant's explanation for any gaps has been retained by the School.		
Complete shortlisting assessment form Copy all applications and send an electronic pack for each panel member for shortlisting purposes		
Invite shortlisted candidates to interview Prepare an individual interview schedule Prepare teaching task form (with support of teaching staff) Prepare and send an email inviting each candidate to interview (attach interview schedule & teaching task)		
Send rejection letter to candidates not invited to shortlist		
Send reference request letter and form (if references sought at this stage - no questions can be asked about health or disability)		

Action	Date completed	Completed by (initial)
<p>Interview Day - received from applicant and copied: identity and address documentation (hardcopy of photo ID and proof of right to work in the UK, preferred Passport) proof of qualification, if legally required (original documentation only) (Is there a need to verify the authenticity of the documentation provided?)</p>		
<p>Appointment assessment completed: Collating interview notes, observed lesson feedback and completed in-tray documentation</p>		
<p>Written Conditional Offer made to: _____ Offer letter and job description sent including; details of registering for online DBS disclosure check Medical Fitness Questionnaire Staff Registration Form Pre-Appointment Checklist Childcare Disqualification Self-Declaration Form (for relevant roles in Early or Later Years Provision only) Request verification of professional qualifications if not already received</p>		
<p>Offer accepted by applicant, document received: Receipt of signed/dated confirmation of offer letter Receipt of D.O.B to initiate on-line DBS check Completed Medical Fitness Questionnaire Completed Staff Registration Form Completed Childcare disqualification Self-Declaration Form (for relevant roles in Early or Later Years Provision only) Verification of professional qualifications Initiate following checks where appropriate: Initiate DBS Check on receipt of applicants D.O.B Initiate overseas checks for individuals who have lived abroad for a period of more than 3 months in the last 5 years, since the age of 18 Initiate prohibition order check with Employer Access online (for relevant roles confirm applicant is not subject to a direction under section 142 or 128) Initiate European Economic Area (EEA) check (for relevant roles)</p>		
<p>Send rejection letters to unsuccessful applicants</p>		
<p>Childcare Disqualification Self-Declaration Form - Check whether it discloses any information which could result in disqualification. If it does, consider whether the appointment can proceed and/or whether a waiver application is necessary or whether the offer should be withdrawn</p>		

Action	Date completed	Completed by (initial)
<p>Original DBS disclosure certificate seen by HR – initial a copy (noting date initialled by HR on Central Register) and then destroy the copy Disclosure reference number: _____ If appropriate, complete DBS disclosure assessment form Does the DBS disclosure contain any information about the applicant being subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from teaching or being involved in the management of an independent school? If yes, refer to the Head. <i>Can the appointment proceed?</i></p>		
<p>Original Overseas checks seen by HR – initial a copy and then file</p>		
<p>Check that no prohibition order has been issued by the Secretary of State</p>		
<p>Send reference request letter and form (if not already completed at shortlisting stage) NB: the reference request letter asks all referees to state any known reason why the candidate is unsuitable to work with children and that there should be no material misstatement or omission relevant to the suitability of the applicant</p>		
<p>First reference seen by HR Copy shown to Head/Head of Prep/Bursar Are there any gaps, inconsistencies or anomalies in the information provided? Make direct telephone inquiry of first referee to verify the reference (advisory only) Reference approved Yes / No</p>		
<p>Second reference seen by HR Copy shown to Head/Head of Prep/Bursar Are there any gaps, inconsistencies or anomalies in the information provided? Make direct telephone inquiry of second referee to verify the reference (advisory only) Reference approved Yes / No</p>		
<p>Proceed with the recruitment? Yes / No</p>		
<p>Send to applicant: Contract of Employment Induction Information</p>		
<p>Prepare a Starter Form via SHAREPOINT and send to IT</p>		
<p>Give the Payroll Supervisor a copy of: Offer letter Staff Registration form</p>		
<p>Add staff member to Single Central Record</p>		
<p>Received from applicant: signed Contract of Employment</p>		

Induction checklist

Induction process	Date completed	Completed by (initial)
<p>Pass details of the new member of staff to the Deputy Head Pastoral for the following:</p> <ul style="list-style-type: none"> undertaken training on the School's child protection policy read Annex A have received other policies integral to Safeguarding such as the Pupil Behaviour Policy, Children Missing in Education Policy, BYOD Policy, Staff AUP and Staff Code of Conduct been informed of the identity of the Designated Safeguarding Lead undertaken training on the Staff code of conduct been given a copy of part one of <i>Keeping Children Safe in Education</i> to read confirmed that they have read and understood part one of <i>Keeping Children Safe in Education</i> to read undertaken child protection training in accordance with HSCP requirements all other school based training as required and relevant to the role, detail below: Date registered on New Staff database 		

APPENDIX 2: LIST OF VALID IDENTITY DOCUMENTS

Group 1: Primary identity

- Current valid passport
- Biometric residence permit (UK)
- Current driving licence (photo card)(full or provisional UK / Isle Man / Channel Islands and EU)
- Birth certificate (UK & Channel Islands: issued at the time of birth (within 42 days of date of birth; full or short form acceptable including those issued by the UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- Adoption certificate (UK and Channel Islands)

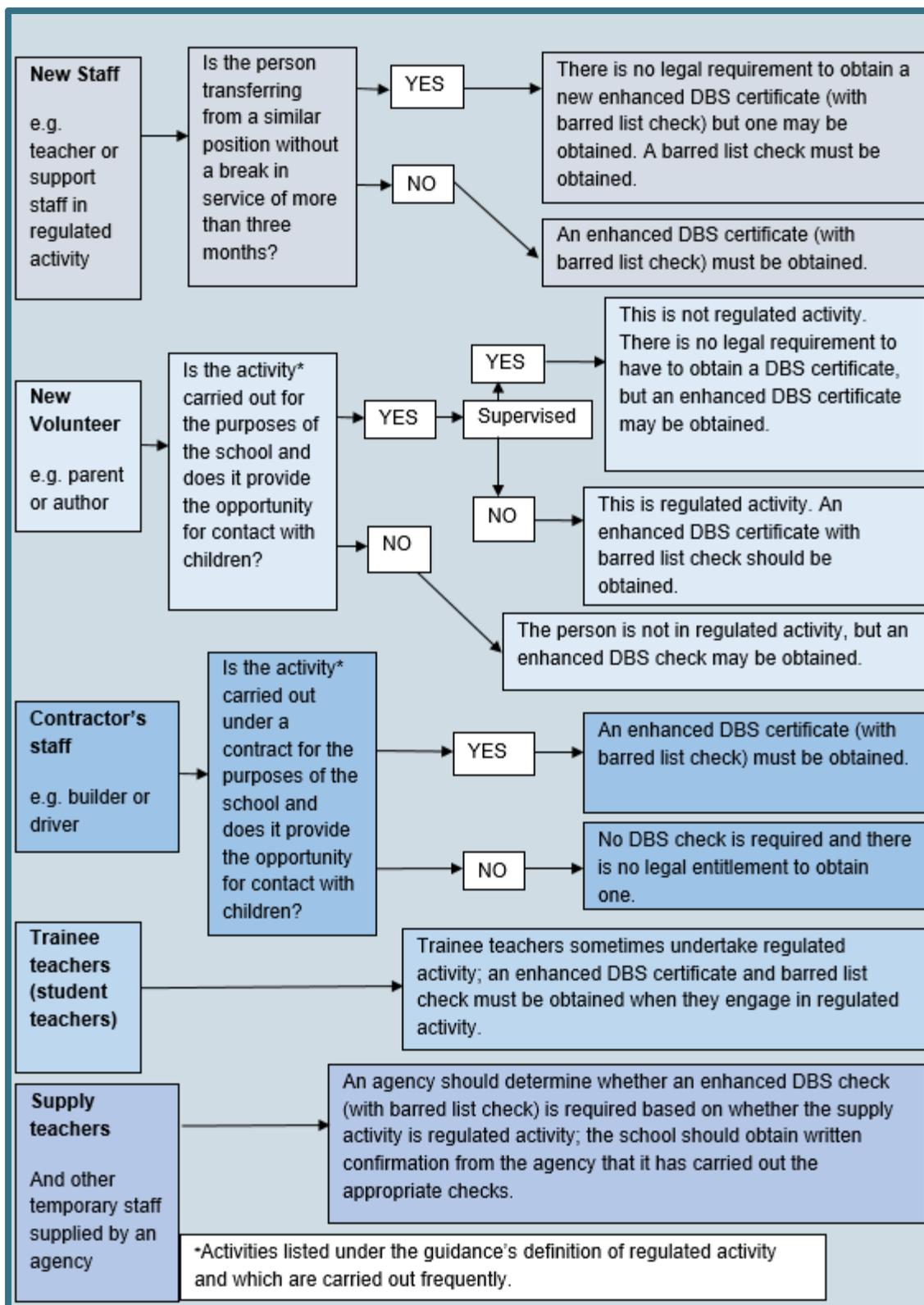
Group 2a: Trusted government documents

- Current driving licence photocard –(full or provisional) All countries outside the EEA (excluding Isle Man and Channel Islands)
- Current driving licence - paper version (if issued before 1998) (full or provisional) UK, Isle of Man, Channel Islands and EEA
- Birth certificate (UK, Channel Islands and Isle of Man) - issued at any time after the birth by the General Registrar Office / relevant authority i.e. Registrars
- Immigration document, visa or work permit – Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
- Marriage / civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Fire arms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial and social history documents

- Mortgage statements (UK or EEA) (not more than 12 months old)
- Bank /building society statement (UK and Channel Islands) (not more than 3 months old)
- Bank/ building society statement (Countries outside the EEA) (not more than 3 months – branch must be in the country where the applicant lives and works)
- Bank /building society account opening confirmation letter (UK) (not more than 3 months old)
- Credit card statement (UK or EEA) (not more than 3 months old)
- Financial statement, e.g. pension, endowment, ISA (UK) (not more than 12 months old)
- P45 /P60 statement(UK and Channel Islands) (not more than 12 months old)
- Council tax statement (UK and Channel Islands) (not more than 12 months old)
- Letter of sponsorship from future employment provider (non UK /non EEA only; valid only for applicants residing outside of the UK at the time of application; must be valid at time of application)
- Utility bill (UK; not mobile telephone bill) (not more than 3 months old)
- Benefit statement e.g. child benefit, pension UK) (not more than 3 months old)
- A document from a central or local government /government agency / local authority giving an entitlement e.g. from the Department of Work and Pensions, the Employment Service. HM Revenue & Customs, Job Centre Plus, Social Security(UK and Channel Islands) (not more than 3 months old)
- EEA National ID card (must be valid at time of application)
- Irish Passport Card (Cannot be used with an Irish passport (Must be valid at the time of application)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands; must be valid at time of applications)
- Letter from Head or College Principal (for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application)

APPENDIX 3: FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS



APPENDIX 4: AMENDMENT TO RECRUITMENT AND SELECTION PROCEDURES DUE TO COVID-19

Changes in place from 24 March 2020

Changes to DBS ID checking guidelines

Temporary changes to ID checking guidelines are in place as a result of the Coronavirus outbreak. As the public are currently being advised to work from home, where possible, the changes will remain in place until government guidance on COVID-19 is amended.

To ensure that necessary DBS checks can still be carried out, the DBS ID checking process will be changed for a temporary period. These amendments must be read in conjunction with the schools Safer Recruitment Policy and Checklist.

Amendments relate to the verification of identification documents and the timing of presenting original identification documents to School before commencing work or volunteering.

- ID documents to be viewed over video link. The individual must be clearly visible.
- Documents must be presented close enough to the screen for the checker to verify they are original and that they resemble their photographic ID.
- Details of the documents must be recorded by the checker. They must include type of document, name and address details, date of birth and that photographic ID is a true likeness.
- Scanned images of the documents must be received in advance of the DBS check being submitted.
- The applicant must present the original versions of these documents when they first attend employment or volunteering, together with the DBS certificate.