



Safer Recruitment Policy

Member of Staff Responsible	HR Manager
Relevant guidance/advice/legal reference	DfE Keeping Children Safe in Education (KCSiE) Shropshire Council Local Authority XpertHR
Adopted by	Trust Board
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This Policy has been agreed by the following professional associations and Trade Unions representing Teachers, Headteachers and Support Staff:

- National Education Union
- National Association of Schoolmasters Union of Women Teachers
- National Association of Headteachers
- Association of School and College Leaders
- Unison
- GMB

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1. Introduction

Safer recruitment is an important part of safeguarding children and is the first step to safeguarding and promoting the welfare of children in education.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of all pupils/students in its care and expects all staff, workers and volunteers to share this commitment.

The Trust see it is vital that there is a culture of safe recruitment and has adopted recruitment procedures that will deter, reject and identify people who might be unsuitable to work with children and young people.

All elements of this Safer Recruitment Policy ensure that the recruitment and selection processes outlined:

- Meet the requirements of Keeping Children Safe in Education (KCSiE) (September 2021)
- Set out prescribed vetting and checking procedures
- Include a robust induction
- Provide an ongoing training infrastructure

This policy outlines the steps the Trust and its associated schools will take to ensure those employed in this school are safe to work with children and young people and its main purpose is:

- to deter unsuitable individuals from applying to work with us
- to attract and engage suitable candidates
- to promote and maintain a culture of vigilance

The recruitment and selection process aims to support the selection of the most suitable applicant for the post based on the appropriate combination of abilities, qualifications, experience and attitude as measured against the job description and person specification.

All those involved in the recruitment and selection of staff will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

The KCSiE framework includes the following policies and guidance:

- Safer Recruitment Policy
- DBS Guidance
- Suitability Disqualification Guidance
- Single Central Record Guidance
- Whistleblowing Policy
- Managing Allegations against Staff in School

2. Roles and Responsibilities

It is the responsibility of the Trust Board and each school's Local Governing Body to monitor and review the effectiveness of this policy and to be familiar with the DfE guidance 'Keeping Children Safe in Education' and its specific requirements related to Safer Recruitment.

It is the responsibility of the Headteacher in each school to ensure that structures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the school.

Both the Trust Board/Governing body and Headteacher will ensure before convening any interview panel that at least one member of the interview panel has completed Safer Recruitment Training.

The Interview Panel will ensure that child protection/safeguarding matters are central to the interview process.

Any member of staff involved in the recruitment and selection process will ensure they comply with all the elements of this policy.

3. Scope

This policy applies to the recruitment of all posts in this school. Headteacher appointments will be undertaken by the Trust Board and Governing Body

Preparing a Vacancy

4. The Vacancy

When a vacancy arises the Headteacher, in conjunction with the Governing Body if appropriate, will review the needs of the school and ensure the post to be advertised meets the school needs effectively.

The Headteacher will assess and analyse the vacant post taking into account the school's current and future staffing structure and budget, which is determined by the Trust Board and will liaise with the School Business Manager and HR Manager to ensure Integrated curriculum and financial planning (ICFP) is considered.

The Headteacher will consider what type of appointment should be made and will ensure the implications of the different types of contracts are considered prior to advertising.

5. Job Descriptions and Person Specifications

The Job Description will summarise the duties, responsibilities, content and context of a post. It will be clear, concise and a fair representation of the post. It should be reviewed and updated annually at Performance Management Meetings/Growing Professional Conversations (GPC) and when a post becomes vacant. It will also confirm if the post is not suitable for any flexible working arrangements.

All posts in the Trust have an element of safeguarding responsibility and this will be reflected in the job description and person specification.

The person specification will include the criterion "Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check" and "Sufficiently fluent in spoken English to ensure effective performance in the role" to meet the Public Sector Fluency Duty.

The Person Specification will provide a profile of the ideal person for the post. It will set out the qualifications, experience, skills, personal attributes, attitudes and behaviours needed to undertake the duties and responsibilities of the post as detailed in the job description.

Person specifications are divided into essential and desirable criteria. All criteria defined as essential will be on job based grounds and are identified as a minimum requirement of the role.

A prescribed qualification/status will be used in a person specification if there is a legal requirement and if it can be objectively justified as essential for the role e.g. Teacher, Higher Level Teaching Assistant. Where a qualification is not essential and cannot be justified, the following paragraph will be stated in the person specification “if you do not have the formal qualifications specified, but can demonstrate skills or experience of an equivalent standard, we would still be interested in your application”.

Consideration will also be given when stating the length of experience required for the role to ensure equality of opportunity related to age.

Candidates must demonstrate on their application form how they meet the criteria listed on the Person Specification in order to be shortlisted.

6. Application Form

An application form will be used for all vacancies.

The application form is designed so that information regarding the age, disability, ethnic or racial origin and marital status of applicants is collected separately. With the exception of applicants who have a disability, shortlisting will be undertaken without this information being available. It will be removed prior to shortlisting but will be recorded to ensure the Trust Board is able to monitor equality.

7. Advertising

The purpose of an advertisement is to attract only the right type of person for the job. Advertisement will give information on the type, age range, location and size of the school. In order to target under-represented groups, consideration should also be given to advertising in a variety of media.

As a minimum, adverts will be uploaded to the school's and Trusts websites, with consideration given to additional resourcing opportunities such as:

- Shropshire Council website
- DfE Teaching Vacancies website
- Social Media (Facebook, Linked in, Twitter)
- The Times Educational Supplement (TES)
- Parent Communications
- The Careers Service and Job Centres
- Apprenticeship Schemes

The school may decide that a post can be filled from within the school's current workforce. Such an appointment will be made on the basis of an internal advertisement and open to internal competition.

Adverts will:

- state the post title, function and pay (including any allowances) and contractual status - the appropriate pay range or hourly rate where appropriate will be included
- state clearly the hours/full-time equivalent and location
- contain brief information from the job description and essential criteria from the person specification
- include the statement “The school / academy is committed to safeguarding children and young people. All postholders are subject to a satisfactory DBS check.”
- contain language that is non-gender specific
- avoid phrases which imply age restrictions
- contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the school, if appropriate
- specify a closing date for applications
- state the date of the interview(s)

The 3-18 Education Trust has been awarded Disability Confident Employer status, which guarantees an interview for disabled applicants who meet the essential criteria of the post.

8. Applicant Information Packs

Applicants responding to job adverts will receive appropriate information either electronically or via the school website about the post to assist them in deciding whether or not to proceed with an application.

The main details which all applicants for posts will receive are:

- Application Form (incorporating Recruitment Monitoring Form)
- An Application Pack, including as a minimum;
 - Introduction letter from the Headteacher
 - Job Description and Person Specification
 - Any specific job-related information (i.e. organisation chart and additional information)
 - Details of the closing date, interview date (where known), telephone contact number, process for rejection, i.e. whether candidates should assume they have been unsuccessful after a certain date.
 - Confirm contact details if the candidate requires reasonable adjustments to be made.
 - Child Protection and Safeguarding statement
 - Procedure on the employment of ex-offenders and the post being subject to an enhanced DBS check, in line with safer recruitment procedures.

Where a post is defined as regulated activity, applicants should be advised that it is an offence for a barred person to apply.

Applicants should be made aware that should they be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested to be considered and discussed at interview.

If an applicant is unable to access the website and requests a pack, it will normally be sent within 48 hours of the applicant's request.

Applicant Shortlisting

9. Receipt of Application Forms

The application form will be used for all school vacancies. CVs are not acceptable.

If a candidate submits only a CV before the closing date for the post, they will be given the opportunity to complete an application form with a request to return the completed form before the closing date. If an applicant is unable to complete an application form due to a disability, consideration can be made for accepting CVs if alternative formats are not suitable/available.

Applicants should be notified that incomplete application forms will not be considered for shortlisting.

Application forms received after the closing date will only be considered in exceptional circumstances, e.g. where proof of posting indicates undue delay through no fault of the applicant. Any decision made to accept an application after the closing date will be recorded with the reason(s).

Receipt of applications will not be acknowledged, unless a request is made for such.

No shortlisting will take place until after the closing date. Personal information about the candidate such as age, gender and marital status on the Equal Opportunities Monitoring Form will be detached from the body of the standard application form on receipt and not shown to anyone involved in the shortlisting.

10. Shortlisting

Shortlisting will be undertaken with reference to the criteria set out in the job description and person specification. The panel will consider any inconsistencies in the information provided, look for any gaps in employment and the reasons given for them. This will enable the panel to identify any potential concerns that may be appropriate to discuss with the applicant during the interview.

Shortlisting will be by a panel, assisted by appropriate members of staff. A minimum of two people will always be involved in shortlisting. At least one of those who undertake the shortlisting process will also be involved in the subsequent selection/interview. If possible, one of these will be the line manager for whom the successful candidate will report to and wherever possible ensure a gender mix.

11. Shortlisted applicants and the self-disclosure of criminal records

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. These might include individuals with a relevant criminal record, inclusion on the children's barred list or if they are prohibited from teaching.

This information must **not** be requested on the application form and only requested of the applicants who have been shortlisted.

The purpose of self-declaration is so that candidates have the opportunity to share and discuss any relevant information at interview, before the DBS certificate is received.

Applicants who are invited to interview should be issued with a self-declaration form asking them to confirm any relevant information relating to criminal records which must be returned to the school before the day of their interview.

Where an individual has voluntarily provided confidential information relating to criminal records as part of their initial application, this information must not be considered as part of the short-listing process.

Categorically, this information must not be accessed where an applicant is not shortlisted.

12. Objective Assessment

Each application form will be carefully considered and applicants will be assessed against the criteria listed in the person specification and job description. Those shortlisting will apply the criteria from the job description and person specification objectively based on the information provided within the application form.

The selection criteria will be applied consistently to all applicants, whether internal or external, and each applicant will be dealt with in the same way. Candidates who are shortlisted must always meet the essential requirements of the post - the desirable criteria may be used as an additional filter to reach the final shortlist.

Where a qualification is not a legal requirement of the postholder, applicants who do not have the formal qualifications specified, but can demonstrate skills of an equivalent standard, may still be considered for the shortlist.

13. Shortlisting Equality Considerations

The 3-18 Education Trust has been awarded a Disability Confident Employer, which commits all Trust school's, amongst other measures, to guarantee an interview for candidates with a disability who meet the essential criteria laid down in the person specification, and to consider them on their abilities. Once all the application forms have been received they will be checked as to whether any applicant has declared that they have a disability and whether there are any adjustments required for interview.

If a candidate has a disability where they are likely to be at a substantial disadvantage because of working arrangements, then the school are legally required to consider any reasonable adjustments which could be made at the workplace if they were to be appointed.

14. Numbers to shortlist

If there is a large number of applicants who meet the essential criteria on the person specification, the selection panel may use the desirable criteria. If this is not effective in reducing the number, pre-screening may be used to reduce the numbers before the main selection process takes place. Any applicants who declare a disability will not be part of any pre-screening.

15. Recording the Shortlisting Outcome

The results of shortlisting will be recorded on the Shortlisting Proforma Form with clear reasons given for shortlisting or rejecting each applicant, and marks allocated against the criteria on the person specification.

Information obtained during the shortlisting process will be treated as confidential. Comments recorded as to why applicants were or were not included will not be disclosed outside of the selection panel, or only to an applicant who requests feedback on why they were not shortlisted for the vacancy.

16. Contacting Shortlisted Candidates

All candidates should receive reasonable notice of the date for interview. Candidates will receive written confirmation of their invitation to interview which will state the following:

- details of the nature of the selection process
- the selection panel
- the interview / selection process time and venue
- any reasonable adjustments which disabled candidates need in relation to the selection process
- confirmation of documents needed for evidence checking e.g. confirm identity, original certificates relating to professional or educational qualifications.
- the requirement for shortlisted candidates to complete and return a self-declaration relating to criminal records, prohibitions and disqualifications, **prior to their interview** (see Appendix A)
- posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be subject to a DBS check. All candidates will need to bring evidence of their identity with them to the interview.

17. Visits by Candidates

Shortlisted candidates may be given an opportunity to visit the school while it is operating and should be able to meet and talk to other members of staff who will not form part of the selection process.

18. Visits to Candidates (Teaching Staff)

Considerable care will be exercised where visits are arranged to the applicants' schools. All applicants will be visited and information gathered in an agreed and systematic way. It will be clear in the job information that observations will form part of the overall assessment. Consistency of approach feeding back to the panel is essential to ensure fair treatment in this area. A common schedule of factors will be drawn up and applied to each visit.

Selection Process

19. Selection process objectives

The main objective of the interview / selection process will be to:

- determine each candidate's suitability for appointment as measured against the person specification and job description
- give all candidates a fuller picture of the job
- select the right person for the job

One member of the Interview Panel will be nominated as the Chair/Appointing Officer with overall responsibility for making the final decision.

20. Selection Panel / Declaration of Interest

Interviews will be conducted by panels of at least two people. One of which must be safer recruitment trained.

Any person on the interviewing panel who has any interest in, or is related to, any of the applicants will declare that interest or relationship so that all the other members of the interviewing panel are aware of it. If appropriate such a person may be removed or replaced on the selection panel.

21. The Interview Process

All vacancies will require a face to face interview which will explore each applicant's ability to do the job applied for as set out in the job description and person specification.

During the interview candidates will be asked the same pre-prepared core questions. The process will give all candidates an equal chance to demonstrate their suitability for the job.

Supplementary questions can be asked of candidates based on responses during the interview and on the information provided on their application form and/or in relation to self-disclosure documentation, references etc.

All members of the interview panel must remain objective and ensure they give each candidate equal opportunity during the interview.

Each panel member will be responsible for keeping clear, concise objective notes of the interview process which will be available to candidates should they so request afterwards.

Any information disclosed by the candidate on their application form (such as disciplinary actions) will be discussed during the interview.

Candidates will have the opportunity at the end of the interview process to ask questions about the job or the school. The Chair of the panel will ensure the candidates are aware of the decision making timescales and how decisions will be communicated.

22. Other Selection Methods

The selection process will normally involve at least one other selection method in addition to the interview.

- **Presentation to the panel** - If this is a requirement of the job being applied for, candidates will be advised in advance if they will be expected to make a presentation and what is expected of them.
- **Written Tests** - This could involve a job-related task which requires a reasoned written response, testing each candidate's ability to supply and draw from their own experience and knowledge, and their ability to communicate effectively.
- **Observing Teaching (or other practical task/activities relevant to the position)** - See Visits to Candidates (Teaching Staff) on page 9. Any observations undertaken during on the selection day will follow a similar process and will be outlined to the candidates in advance.

23. Selection Process Outcome

The HR administrator will contact each candidate (whether successful or not) to be offered feedback on how they performed during the process. This will normally be within 5 working days of the interview.

24. Offer of Appointment

The offer of employment will be confirmed in writing by the Headteacher to the successful candidate(s) as soon as possible after the interview. This will be a **conditional offer** of employment and is subject to satisfactory receipt of all pre-employment checks.

The successful candidate must receive a statement of written particulars before their start date.

The Chair/Appointing Officer will send all appropriate information from the recruitment process to the school administrator responsible for administering the recruitment process.

25. Equality Considerations

The interview panel will be mindful of Equality Legislation to ensure questions do not indicate any form of discrimination; however, issues of disability which may affect the job should be addressed positively and discussed during the interview. The panel will discuss with the candidate during the interview, what reasonable adjustments would be required in order to fulfil the role of the post.

If the post is exempt from the Rehabilitation of Offenders Act 1974, evidence of the candidate's identity will be checked and recorded before the end of the interview. This will be included on the person specification.

Making an appointment and Pre-Employment checks

26. Pre-employment Checks

Appointments are subject to all of the pre-employment checks detailed below and any offer of employment will be conditional subject to satisfactory receipt of all such checks.

27. References

References will be requested for all shortlisted candidates (including internal candidates) prior to interview and in sufficient time for them to be made available to the interviewing panel except when a candidate requests clearly on their application form no contact with their referee(s) until they have been formally offered the post in question. An offer of appointment will not be confirmed until all references have been received and are deemed to be satisfactory.

The Appointing Officer will contact the referee directly in order to confirm the authenticity and origin of the information provided and clarify any aspect of the reference. Any telephone discussion with a referee will be recorded with full notes being kept of the conversation.

If the referee is school or college based, the reference must be provided by the headteacher/principal so that any disciplinary investigations and/or safeguarding concerns that may have been confidentially recorded on a personnel record can be appropriately disclosed

Interview / selection panel members should not act as a referee unless in exceptional circumstances (this will sometimes happen, particularly with internal candidates). Candidates will be asked to name an alternative referee.

References will be used to check the appointment and to reinforce decisions made as part of the interview / selection process. References will be checked against information on the application form and from the interview / selection process (see Appendix B).

Where references are not available or supplied in time for them to be referred to and explored as part of the interview and selection process, the school will ensure that they are sought, reviewed, and verified as part of a conditional offer of employment and before an appointment has been confirmed.

28. Information to Referees

Requests for references will be on the schools' standard reference request form. Requests will be accompanied by the job description and person specification.

29. Use of References

References received before the interview process will be checked by the appointing officer / chair of the interview panel prior to the interview. References will be shared with other panel members after the interview. The appointing officer / chair of panel will clarify or probe any discrepancies from within the reference during the interview if appropriate.

30. Need for References

At least two references will be required, one from the current employer and one from the other most recent employer. In addition, a reference may also be requested from a previous employer when a candidate worked with children.

References will be sought directly from the referee. References provided directly by the candidate with the application form or at interview will not be accepted.

Previous employers not named as referees may be contacted to clarify any anomalies or discrepancies. This will only be in relation to administrative details and not used as an informal means of canvassing views as to any applicant's potential suitability for the post being applied for. On such occasions, the candidate will be notified in the first instance.

31. Qualifications

All shortlisted candidates will be asked to bring with them to interview any relevant original qualification certificates (i.e. stated as essential requirements in the person specification). If these documents are not available at the interview, the Chair/Appointing Officer will inform the candidate that, if successful, they will be required to provide the certificates prior to the offer of employment being confirmed.

32. Pre-employment Medical Check

Pre-employment medical checks are used solely for determining the fitness of a prospective employee for a specific post, and to ensure their placement in a post will present no risk to the health of the applicant or other employees.

All appointments are subject to satisfactory medical clearance by the Trust's Occupational Health provider. The Chair/Appointing Officer will ensure that the medical questionnaire includes an accurate and up to date summary of the physical and mental requirements of the job. The successful candidate(s) will be provided with either a hard copy or electronic copy of the medical questionnaire with the conditional offer letter. Candidates must then return this to Occupational Health as soon as possible. The Chair/Appointing Officer will receive confirmation from Occupational Health once the candidate receives appropriate medical clearance.

All clinical information is confidential and will not be released to management unless there is a specific need to do so, and the consent of the applicant has been obtained. Adjustment of duties, assistance with equipment or adjustment to premises should be part of any assessment.

33. Disclosure and Barring Service Checks (DBS)

All posts which involve working directly with children, young people in school are exempt from the Rehabilitation of Offenders Act (1974), Section 4 (2) by virtue of the Rehabilitation of Offenders Act (1974) (Exemption) (Amendment) Order 1986. Candidates for these posts are obliged to declare any pending court actions, all previous criminal convictions, bind over orders or cautions, which for other posts would be considered spent. Failure to disclose this information could lead to the offer of employment being withdrawn.

All posts within the Trust require an enhanced DBS certificate. Therefore, a satisfactory DBS certificate must be obtained prior to a new employees start date. The successful employee will be required to provide the DBS certificate to the school as soon as possible after receiving it.

A criminal background will not automatically debar an applicant from employment. Where a DBS check discloses information not previously disclosed by the individual and discussed at interview stage, they must be interviewed by the Headteacher who will make a final decision as to whether or not employment will be confirmed.

Information given by candidates will be treated in the strictest confidence. Access to the information given will be restricted to those with legitimate need to see it.

Volunteers and visiting professionals who are self-employed, including those who visit through a parent-school arrangement, require an enhanced DBS certificate. Further details can be found in the Trust's KCSiE DBS guidance document.

34. Childcare Disqualification Declaration

All appropriate applicants must complete the schools self-declaration form in relation to the Childcare Disqualification Regulations 2009. Where a positive declaration is made the Headteacher will meet with the individual to discuss the declaration further. Employment will not commence until appropriate decision is made by the Headteacher.

35. Teachers Status & Prohibition Check

The school will undertake a check against the Department for Education 'Employer Online Service' to confirm that a teacher has qualified teacher status and is not prohibited from teaching.

36. Right to Work Documentation

The school is required to check that employees are legally able to reside and work in the UK. To adhere to this requirement, candidates for interview will be asked to bring with them appropriate evidence of identity.

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) which replaced section 8 of the Asylum and Immigration Act 1996.

There are two types of right to work checks: a manual document-based check and an online check.

To ensure that a preferred candidate is legally allowed to do the work in question, a 'right to work' check must be made before the school confirms an appointment. If an individual's right to work is time limited, this should be recorded on the Single Central Record and the school should conduct a follow-up check shortly before it is due to come to an end.

37. Non-UK Nationals

Individuals who have lived or worked outside the UK must undergo **the same checks** as all other staff in schools or colleges.

The main visa route for non-UK teachers in England is the skilled worker visa. DBS checks for non-UK nationals require applicants to provide at least one [primary document](#) from the list prescribed the UK government.

Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. Schools and colleges should also be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. The Home Office provides guidance on criminal records checks for overseas applicants which can be found on [GOV.UK](#).

38. Reasonable Adjustments

If a candidate requires any adjustments to be made to enable them to do the job, these will be discussed with the individual prior to their start of employment.

39. Probationary Periods

All employees will be subject to a probationary period and this will be confirmed in the conditional offer of employment and the Statement of Written Particulars. Probationary service shall not apply to any member of staff appointed as an internal appointment within the Trust.

40. Recruitment Monitoring

The Trust is required to monitor its recruitment processes and provide information on the ethnic origin of applicants to fulfill our duty under the Equality Act 2010.

All applicants are required to complete a recruitment monitoring form as part of their application form. This form will be detached and stored separately and is not seen by any member of the selection panel.

Examples of the type of information we gain from the monitoring process include:

- numbers of applicants for posts
- gender breakdown of applicants
- age breakdown of applicants
- ethnicity of applicants
- disability status of applicants
- where adverts are seen

This form, together with all other interview and selection documentation, will be retained within the school for a minimum period of 6 months after appointment.

41. Single Central Record (SCR)

The school will keep a single central record of all the pre-employment checks of employees (including supply staff) who work in the school in accordance with KCSiE and Ofsted.

Volunteer information is also to be part of this record. For further details on the information that must be held please refer to (KCSiE – Single Central Record Guidance for Schools)

42. Induction & Ongoing Training

All new employees will be subject to the school induction process during the first term of their employment.

In addition, the Trust recognises that as part of its commitment to create a safe workforce and culture it needs to ensure all staff receive appropriate personal and professional development.

These specific elements should be included in the induction process:

- Read and understood the Child protection policy.
- School behaviour policy (*which should include measures to prevent bullying, including cyber bullying*)
- Issued Staff code of conduct and Staff handbook
- School's safeguarding response and procedure
- Information on the role of the designated safeguarding lead (*including the identity of the designated safeguarding lead and any deputies*).
- Read and understood '**Part one**' of KCSiE (or Annex A, if appropriate) should be provided to staff at induction

The aims of the school induction process is to:

- familiarise employees with their new environment
- be aware of the appropriate behaviors and standards of conduct expected
- help them to develop skills and the knowledge to do their job
- gain an awareness to how their post relates to the rest of the school
- gain an awareness of the culture of the school
- become a motivated and effective member of staff as quickly as possible

Training opportunities will be identified and agreed with an employee either at Performance Management Meetings, GPC meetings or at appropriate times when required. The school will ensure all employees receive appropriate training in accordance with any statutory school requirements/priorities as well as to ensure its ongoing commitment to developing employees.

43. Monitoring and Review

The HR Manager, in conjunction with the CEO, will monitor the outcomes and impact of this policy/procedure on an annual basis.

This procedure will be reviewed no later than 1 year by the HR Manager, in consultation with Trade Unions.

Self-Declaration Form

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children in the role you've applied for.

Please complete the form on Page 2 as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#).

If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We won't use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Self-Declaration

Full Name:	
Role Applied for:	

	YES/NO
<p><u>The role you've applied for is 'regulated activity', so is eligible for a barred list check.</u></p> <p>Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?</p>	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	

	YES/NO
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	
<u>Only complete if the role you have applied for is a management position</u> Are you subject to a section 128 direction?	
<u>Only complete if the role you have applied for is within a primary school or nursery setting</u> Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you? This includes, but is not limited to: <ul style="list-style-type: none"> • Orders disqualifying you from caring for children • Orders disqualifying you from private fostering • Any refusal of an application for you to be registered in relation to a children's home • Care/child protection orders issued in respect of a child in your care 	
<u>Only complete if the role you have applied for is within a primary school or nursery setting</u> Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018? This includes, but is not limited to: <ul style="list-style-type: none"> • Any offence against or involving a child • Any sexual offence • Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) 	
Do the police or children's social care have your name and/or information on file for any reason?	
If you answered 'yes' to any of the questions above, please provide further information here.	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signed:	
Date:	

Reference Due Diligence

Please note:

- Reference's should not be from a family member
- Personal references will not be accepted
- A minimum of 2 references are required, however if the panel require further references to seek clarity they can do so.
- Referees must indicate:
 - whether they are aware of any reason or have any concern that the applicant may be not suitable to work with children.
 - the applicant's current position
 - their dates of employment
 - the reason for termination of employment (if relevant)
 - the key duties and responsibilities undertaken by the candidate
 - any disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired)
 - any child protection allegations or concerns relating to the candidate and the outcome of any associated enquiry or disciplinary procedure
 - the referee's opinion regarding the candidate's work performance (e.g. whether they performed their duties satisfactorily, whether they would re-employ them etc).
- Questions about sickness and absence rates should not be asked when requesting a reference prior to job offer. These enquiries can be made following the job offer.
- A check is to be made that all specific questions have been answered satisfactorily by the referee and further clarification should be sought, if appropriate.
- For consistency, the detail provided within a reference should be compared with the information provided by the candidate on their application form and any discrepancies should be explored.
- Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post.
- Essentially, the process of scrutinising references is a form of risk assessment and should be documented internally.

Please now complete the form overleaf

Name of Applicant:	
Role Applied for:	

	YES/NO
Is one reference from the current employer?	
Is one reference from a previous employer?	
Have the reference been prepared by a senior person within the organisation? If from an educational setting, only references from the Headteacher are acceptable.	
Has the reference been prepared and submitted by the named referee?	
Has the school's Reference Request proforma been completed? Please note, open references are not acceptable.	
If the reference is received via email, is it from a company/school email address? Please note, references from personal email addresses are not acceptable.	
Is the reference an "agreed reference"? If so, please refer to the HR Department for advice.	