



# Safer Recruitment and Selection Policy

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<b>Review Frequency</b>	Annually
<b>Date for Next Review</b>	Spring 2018
<b>Head Teacher Approval</b>	
<b>Governor Approval</b>	

## **Introduction**

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

The purpose of this policy is to ensure the School has appropriate and effective procedures in place for appointing staff in order to prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children.

The recruitment and selection of employees will be compliant with current employment legislation and statutory guidance.

This policy has been developed in response to and in support of the 'Keeping children safe in education' statutory guidance published by the Department for Education (DfE). Those involved in the recruitment process must make themselves familiar with this guidance and other statutory requirements as referenced in this Policy.

A recruitment and selection checklist (of actions and responsibilities) has also been developed to support this process, shown at Appendix A, along with supplementary guidance on pre-employment checks which can be found at Appendix B.

Requirements may change from time to time and this policy will be updated accordingly.

## **Scope**

This policy applies to all employees and prospective employees and also provides guidance around agency staff, self-employed workers, contractors, volunteers and apprentices. Please note, there are separate policies and guidance for the recruitment of volunteers and apprentices which should both be read in conjunction with this policy.

## **Key Aims**

- To prevent unsuitable people from working with children
- To ensure that the best possible staff are recruited based on the applicant's suitability for the role
- To ensure that all job applications are considered fairly and consistently
- To ensure that safer recruitment practice and pre-employment checks are rigorously undertaken before any appointment is confirmed
- To ensure compliance with all relevant legislation, recommendations and guidance, including the statutory guidance published by the Department for Education (DfE)

## **Rationale**

It is vital that the School creates a culture of safe recruitment and, as part of that, adopt recruitment procedures that will, as far as is reasonably possible, help deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them.

The School will act reasonably in making decisions about the suitability of a prospective employee based on checks and evidence including, criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

This policy will therefore provide a fair, consistent and thorough approach for obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the School.

## **Roles and Responsibilities**

The Governing Body of the School will:

- Ensure the School has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DfE guidance and legal requirements
- Monitor the School's compliance with them

The Headteacher, School Business Manager and other Managers involved in the recruitment process will:

- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all employees and volunteers who work at the School
- Ensure third party organisations, contractors' and agencies' are compliant with safeguarding policies and legal requirements
- Promote the welfare of children and young people at every stage of the procedure

## **Delegation of Authority and Constitution of Selection Panel**

The Governing Body may delegate the power to offer employment for all posts to the Headteacher (with the exception of Headteacher and Deputy Headteacher posts). Selection panels will comprise a minimum of three people to decrease bias and subjectivity. Members of the panel should remain constant throughout the appointment process.

In accordance with statutory requirements at least one member of the panel will have completed appropriate Safer Recruitment Training. The School may choose

appropriate training and may take advice from their Local Safeguarding Children Board (LSCB) in doing so.

## **Recruitment and Selection Procedure**

### **Advertising**

To ensure equality of opportunity, the School will advertise vacant posts (teaching and support staff) to encourage as wide a field of applicants as possible. On occasions, the School will advertise internally when designated appropriate.

The advertisement will be drafted in accordance with the Job Description and Person Specification and as a minimum, will outline the main terms of employment and other appropriate information, including:

- Salary
- Hours of work
- Clarification regarding term time only/whole time working
- Contractual status, if temporary the proposed end date
- Any other school information as appropriate
- Closing date for the receipt of applications
- Planned interview date (where possible)
- Details of how/where applicants can obtain a recruitment pack
- School contact details (if applicants require further information about the post)
- Any arrangements for prospective candidates to visit the School
- Details of where/who completed applications should be returned to

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children and the requirement for Enhanced DBS Disclosure and satisfactory pre-employment clearances.

### **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

All posts will have a job description which includes the following details:

- Job Title
- Grade and Salary range
- Responsible to (post title of line manager)
- Responsible for (post title(s) of staff reporting to job holder)
- Statement covering principle purpose of job
- Outline of key responsibilities
- List of duties required to achieve key responsibilities

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

All posts will have a person specification detailing the essential and desirable criteria required to fulfil the role against:

- Qualifications
- Knowledge and Experience
- Skills and Abilities
- Other (covering such as specific and justifiable requirements for the post e.g. current driving licence, physical demands and also any personal attributes)

In addition, where the role to be advertised is a public-facing role, which includes, but is not limited to, a teacher, teaching assistant, administrator, the School should make clear in the person specification the necessary standard of spoken English required for the sufficient performance of the role. This is in line with the fluency duty which came in to force on 21 November 2016. The School may consider using descriptors such as “*Good literacy and communication skills in accurate spoken English*” under the essential criteria and should ensure consistency when advertising for similar types of roles. Further information on the requirements of the fluency duty can be found in the published code of practice.

## **Recruitment Packs**

Applicants, both internal and external, should be provided with as much information as necessary when they apply for a post. Providing the right type of information at an early stage will allow potential applicants to assess their suitability for the role. The content of the recruitment pack will vary from post to post (depending on level and nature), but as a minimum, applicants should have available an Application Form, Job Description and Person Specification and any other school information appropriate. An outline of the main terms of employment should be included in the advertisement.

## **Applications**

All applicants will be required to complete an appropriate application form containing questions about their academic and employment history and their suitability for the role. In addition all applicants are required to account for any gaps or discrepancies in their employment history. The application form will also include the applicant’s declaration regarding previous convictions.

A CV will **not be accepted**, as the applicant must complete the Redcar and Cleveland Job Application Form.

Applicants who consider themselves to have a disability may indicate on their application form the reasonable adjustments required to be made to assist them during the recruitment process.

Applicants must fully complete and return a signed application form to the School by the specified closing date. Where an application form is completed online, applicants will be asked to sign the form if invited to interview. Applications received after the published closing date will not be considered (unless prior agreement has been sought).

Application Forms will be scrutinised to ensure that they are fully completed. Incomplete application forms will be rejected. Any gaps in employment history will be noted and later explored at interview if the applicant is shortlisted.

The application form will make applicants aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or dismissal (through the appropriate procedures) if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

### **Shortlisting**

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

The panel will then score applications against the essential criteria of the person specification. Where a large volume of applicants meet the essential criteria, the panel may wish to apply the desirable criteria in order to reduce the numbers.

Where an applicant with a disability (as defined under the Equality Act 2010) claims an interview under the Guaranteed Interview Scheme they must meet all the essential criteria in the person specification for the post.

### **References**

Referees will be contacted using the schools standard reference request letter **(Appendix C - CPS Reference Request Letter)**

At least two written references will be sought for each shortlisted applicant using the School's standard pro-forma **(Appendix D - CPS Reference Request Template)**. This will be adapted as necessary to meet the requirements of the School and the specific post advertised. One must be from the current/most recent employer or educational establishment if this is the applicant's first job. The second should be from a previous employer. In the case of no previous employer, the applicant should supply details of a person who can comment upon the applicant's ability to carry out the post. For internal appointments one written reference from the applicants' current manager is required. If justifiable, the Recruiting Manager can request additional references.

**The School does not accept open references, testimonials or references from relatives or a partner.**

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate (i.e. if the answers are vague). References should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies or anomalies should be followed up with the candidate.

### **Invitation to Interview, Verifying Identity & Qualifications**

The invite letter (**Appendix E - CPS Interview Invite Letter**) will advise candidates of the interview arrangements, including date, time, location, who to report to, details of any presentation/assessment applicants are required to prepare/deliver, a contact name and number to confirm attendance. The letter should also inform candidates who to contact if they consider themselves to have a disability and require special arrangements for the interview.

Candidates will also be advised of the requirement to present proof of their identity and eligibility to work in the UK and evidence of their educational or professional qualifications that are relevant to the role on attendance at interview. An explanation and list of acceptable documentation should be enclosed (**Appendix E - CPS Interview Invite Letter**).

Original documents will only be accepted and photocopies will be taken. Where appropriate, applicants should also provide any official documentation regarding name changes.

If the applicant cannot produce original proof of qualifications, written confirmation must be obtained from the awarding body prior to the appointment being confirmed.

### **Interview**

The interview panel shall comprise those who carried out the shortlisting process.

The panel will agree the questions to be asked using the CPS Interview Questions Template and the assessment criteria to be used. All interview questions and responses should be recorded and scoring will be carried out by panel members objectively.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. In addition to exploring the candidate's suitability for the post, the panel should explore:

- The interviewees attitude towards children and young people

- The interviewees willingness and ability to support the School's commitment to safeguarding and promoting the safety and welfare of children and young people **(the last question is always a safeguarding question).**
- Any unexplained gaps in the candidates employment history **(after the interview questions)**
- Any other concerns or discrepancies arising directly from the interview **(after the interview questions)**

The panel must also satisfy themselves that the candidate has the necessary level of fluency appropriate for the role they will be undertaking in line with the fluency duty. This can be assessed through the candidate's competency in answering the interview questions or through relevant qualifications in English spoken language. This will be recorded on **Appendix F - CPS Interview Questions.**

Candidates will also be required to declare any information that is likely to appear on a DBS disclosure. Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

### **Record Retention / Data Protection**

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. All information received during the recruitment process should be stored securely. After 6 months, all information about unsuccessful candidates will be securely destroyed. The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

For those successful applicants, it is recommended that you keep document copies securely for the duration of the individual's employment and for a period of 6 years after employment ceases (covers the time limit for bringing any civil legal action).

There is **no** requirement to keep copies of DBS certificates in order to fulfil the duty of maintaining the Single Central Record. This is to ensure compliance with the DBS code of practice.

### **Offer of appointment**

The interview panel will determine the most suitable candidate using the scoring system, ranking the candidates. The panel will also ensure that at least two references are in place in support of the decision (or one for internal candidates).

An offer of an appointment will be made by the Headteacher (with the exception of Headteacher and Deputy Headteacher posts) and will always be made subject to the receipt of satisfactory references and pre-employment clearances (see pre-employment checks below).



The successful candidate will be informed in writing (**Appendix G - CPS Offer of Employment Letter**) that the appointment is conditional on the satisfactory completion of pre-employment checks and will be subject to satisfactorily completing a probationary period (where applicable) or teacher's induction period. The offer letter will also outline the basic terms and conditions of employment.

### **Pre-employment Checks**

An offer of appointment to a successful candidate will be conditional on the following:

- At least two satisfactory written references (one of which must be from the applicant's most recent/current employer)
- Verification of the candidates identity and Right to Work in the UK (statutory requirement)
- An enhanced Disclosure and Barring Service (DBS) check, including Children's Barred List information (if engaging in regulated activity, see 8.1)
- Overseas checks, where appropriate, for any countries that the candidate has lived or worked in for 6 months or more during the last five years. This would also include completing an EEA teacher sanctions and restrictions check
- Satisfactory Childcare Disqualification check (where relevant)
- Verification of appropriate qualifications (where required)
- Confirmation of QTS/QTLS status and Membership for Teaching posts
- Prohibition from teaching check, required for anyone employed to carry out teaching work to check for any sanctions or restrictions that might prevent the candidate from taking part in certain activities
- Verification of Medical Fitness (a health check must only be carried out once an offer of employment has been made).

**Further guidance on conducting pre-employment checks can be found at Appendix B. Supplementary guidance is also available on completing right to work checks. It is important that both guidance notes are read in conjunction with this policy.**

All checks completed will be:

- Documented and retained on the personnel file
- Recorded on the School's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

### **Definition of Regulated Activity and Frequency**

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. Regulated activity for children comprises in summary:

- a) Unsupervised activities including teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children;
- b) Work for a limited range of establishments (known as 'specified places', which include academies), with the opportunity for contact with children, but **not** including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly/frequently\*. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

C) Relevant personal care e.g. washing or dressing (personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing)

***\*Frequent, as defined by the DfE, is once a week or more on an ongoing basis or four or more days in a 30 day period or overnight.***

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors and some volunteers.

A supervised\*\* volunteer who regularly teaches or looks after children is not in regulated activity. The DfE has published separate statutory guidance on supervision and regulated activity which the School should have regard to when considering which checks should be undertaken on volunteers.

*\*\*The person who is supervising must be in regulated activity, supervision must be regular and day to day and reasonable in all circumstance to ensure the protection of children.*

## **Personnel files and Single Central Record**

Recruitment and selection information for the successful candidate will be retained securely and confidentially on the employees file for the duration of their employment with the School **and for a period of 6 years after employment ceases**, after which point the information should be securely destroyed.

The information to be retained on file will include:

- Application form - signed by the applicant
- Interview notes (from all panel members) - including explanation of any gaps in the employment history
- Evidence of pre-employment clearances (see section 8 and Appendix B)
- Offer of employment letter and signed contract of employment
- Copy of the Advert, Job Description and Person Specification

In line with DfE requirements, the School will keep and maintain a Single Central Record (SCR) of recruitment and pre-employment checks. The central list will record all staff who are employed at the School, including casual staff, supply/agency staff whether employed directly or through an agency, teacher trainees on salaried routes, volunteers, governors, and those who provide additional teaching or instruction for pupils but who are not staff members (sports coach or artists), staff employed by a third party organisation such as cleaners or caterers and any contracting companies.

The information that must be recorded in respect of staff members is 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
- Further checks on people who have lived or worked outside the UK; this would include recording checks for those EEA teacher sanctions and restrictions
- A check of professional qualifications; and
- A check to establish the person's right to work in the United Kingdom

It is recommended, as best practice, that other checks such as, references, medical fitness and disqualification from childcare are also included on the SCR to enable a note of all recruitment checks completed.

For any staff member provided through an agency or a third party organisation, the School will need to obtain written confirmation that the agency/organisation has satisfactorily completed the relevant safeguarding checks. The School should not need to carry out checks itself, but it must check the identity (ID Badge) of the person arriving at the School to verify that this is the person the agency/organisation intends to refer to them.

The SCR reflects the current workforce.

It is recommended that the SCR is monitored and checked regularly, perhaps termly, by the Headteacher and/or Chair of Governors, and a record of this should be documented. Given the importance of the SCR, more than one person should know how to access and update the information.

### **Start of employment and Induction**

The pre-employment checks listed above must be completed before the employee starts work. **Exceptions should not be made prior to relevant clearances being obtained**, especially in the case of DBS, Barred List and prohibition checks. Once pre-employment clearances return as satisfactory, a start date will be agreed with the employee and a contract of employment will be issued.

Induction plays a vital role in integrating new employees into the School community, culture and values and will make clear the expectations and codes of conduct which will govern how staff carry out their roles and responsibilities.

All new employees will be provided with an induction programme which will clearly identify the School policies and procedures and the systems in place that support safeguarding, which should include:

- The Child Protection Policy
- The school's Code of Conduct Policy
- The role of the Designated Safeguarding Lead (DSL)

A copy of Part one of the DfE statutory guidance 'Keeping children safe in education' should be provided to all employees at induction. The school needs to ensure that mechanisms are in place to assist employees to understand and discharge their role and responsibilities as set out in Part one of this guidance.

A copy of key policies (including above named) should be circulated to all employees. A signed declaration form should be retained to confirm that the employee has read and understood the policy and procedures and that they agree to comply with it.

### **Probationary Period (Support Staff)**

All new employees to the School, who do not bring with them continuous service, including those who are re-entering Local Government, will be subject to a 6 month probationary period. Upon satisfactory completion of the probationary period the employee will be confirmed in post. Please refer to the Probationary Period policy for further guidance on this process.

### **Induction period for Newly Qualified Teachers**

Newly Qualified Teachers are required to complete an induction period satisfactorily in accordance with statutory guidance from the Department for Education and the statutory provisions of the Education Act 2002 and associated Education (Induction Arrangements for School Teachers) (England) Regulations 2012. Failure to meet the required standards may result in the termination of employment in accordance with the Regulations.

Those with QTLS Status will be exempt from serving a statutory induction period.

### **Staff members not employed directly by the School**

#### **Supply Staff**

The School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily

completed. The School will check the Identity (sighting ID Badge) of the supply staff member upon arrival at the School.

## **Volunteers**

The School will carry out enhanced DBS and pre-employment checks as appropriate (see section 8 and 8.1) and require regular volunteers to provide details of two referees. Volunteers who help on an occasional basis (e.g. trips/PTA events) will be supervised in accordance with statutory guidance. For further information on appointing volunteers, please refer to the Volunteer Policy.

## **Trainee/student teachers**

Where trainee teachers are salaried by the School, the School must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity an enhanced DBS certificate (including barred list information) must be obtained. Also, where appropriate, a 'childcare disqualification' declaration form will be required to be completed if the trainee/student is working within the relevant childcare setting (i.e. EYFS).

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, the School should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

## **Students on work experience**

Students on work experience will always be supervised.

## **Contractors**

The School will ensure that contractors, or any employee of the contractor, working at the School 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.

If a contractor working at the School is self-employed, the School should consider obtaining the DBS check.

The School will check the identity (ID Badge) of contractors and their staff on arrival at the School.

## **Equality Statement**

This Policy applies to all employees irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

## Appendix A - Recruitment and Selection Checklist – Actions and Responsibilities

PRE-INTERVIEW	INITIALS	DATE
<p><b>Planning</b> Timetable decided: Advertisement, Job Description and Person Specification and other documents to be provided to applicants, reviewed and updated as necessary. Application forms to be used - CV's not acceptable.</p>		
<p><b>Vacancy Advertised</b> (where appropriate) Advertisement includes reference to safeguarding and requirement for successful applicant to be DBS checked.</p>		
<p><b>Applications</b> (on receipt) Properly scrutinised - Any discrepancies, anomalies, gaps in employment history must be noted and explored with candidate if short-listed.</p>		
<p><b>Short-listing</b> Panel constitution agreed. Minimum of 3 panel members is recommended. This group should also form the Interviewing Panel, but may be changed if circumstances require. At least one person on any appointment panel must have undertaken Safer Recruitment Training. Panel must agree short-listed criteria using the job description/person specification and candidate application forms.</p>		
<p><b>References</b> (seeking) Two written references required, one of which must be from the current/most recent employer (one reference for internal appointments). Must be sought directly from referees for all short-listed candidates. Use an approved pro forma to suit the School's needs and the job role in question.</p>		
<p><b>References</b> (on receipt) Must be checked against information on application form. Any discrepancy/issues of concern noted to take up with applicant (at interview if possible).</p>		
<p><b>Invitation to Interview</b> To include: Arrangements (date, time, location, directions, assessment details i.e. if presentation to prepare and deliver). Advice to candidates of the documentary evidence acceptable as proof of identity and right to work in the UK and also proof of relevant qualifications, which are a specified requirement of the position being applied for. Inform candidates who to contact if they consider themselves to have a disability and require special arrangements for the interview.</p>		
<p><b>Interview Arrangements</b> The interview panel should comprise those who carried out the shortlisting process, where possible. At least one panel member must have undertaken appropriate Safer Recruitment Training. Panel should have met and agreed issues and questions/assessment criteria/standards.</p>		

<b>INTERVIEW STAGE</b>		
<b>Interview</b> Panel explore each candidate's suitability to work with children as well as ability to do the job.		
<b>POST INTERVIEW</b>		
<b>Conditional offer of Employment</b> Offer of Appointment made by Headteacher (except for Headteacher/Deputy Headteacher appointments) conditional on satisfactory pre-employment clearances and, where applicable, satisfactory completion of probationary period or teachers induction period.		
<b>Pre-Employment Checks (see Appendix B)</b> <ul style="list-style-type: none"> <li>• Application Form – fully completed/signed and any discrepancies, anomalies or gaps in employment explore</li> <li>• References - Two satisfactory written references</li> <li>• Proof of Identity</li> <li>• Proof of relevant professional Qualifications/Membership</li> <li>• Right to Work in the UK</li> <li>• Enhanced DBS check, including barred list information (where appropriate)</li> <li>• Overseas check (if applicable) including an EEA teacher sanctions/restrictions check</li> <li>• Health Check (once offer of employment made)</li> <li>• Proof of QTS or QTLS Status &amp; SET Membership (Teachers)</li> <li>• Prohibition from teaching check</li> <li>• Childcare Disqualification check (where relevant)</li> </ul>		
<b>Induction Period for Newly Qualified Teachers (QTS)</b>  Induction period to be satisfactorily completed in accordance with the statutory provisions and DfE guidance.		
<b>Probationary Period (Support Staff)</b>  Appointment subject to 6 month probationary period (if new to Local Government); review and assessment in accordance with Probationary Period Policy.		
<b>Induction Programme (All staff)</b> All new employees provided with an induction programme that identifies School policies and procedures and systems in place that support safeguarding.		
<b>NOTIFICATION PROCESS</b>		
Notify your payroll/HR admin provider of the new appointment.		



## Appendix B - Guidance on Pre-Employment Checks

In line with this policy and statutory guidance, the following checks must be carried out prior to any successful candidate(s) commencing employment.

Application Form:	Fully completed application forms must be obtained and properly scrutinised for each candidate. Any discrepancies, anomalies or gaps in employment must be noted and explored with the candidate.
References:	Two satisfactory written references must be obtained for each shortlisted applicant, one of which must be from the current or last employer. If internal appointment, at least one reference must be sought.
Proof of Identity:	<p>Verification of the candidate's identity can be carried out at interview stage or once an offer of appointment has been made. Candidates will be required to produce original identification documentation such as passport, full birth certificate, driving licence etc. as outlined in the 'New Starter Verification Form' (see form RS/04).</p> <p>Identity checks should also be carried out for volunteers, including governors.</p>
Proof of Qualifications/ Membership:	Candidates must provide proof of relevant qualifications/and or membership, which are a specified requirement or are relevant to the position being applied for. This should be recorded on the 'New Starter Verification Form' (form RS/04).
QTS/QTLS Status:	<p>Candidates must provide documentary evidence of QTS or QTLS Status. This should be recorded on the 'New Starter Verification Form' (form RS/04).</p> <p>Where QTLS Status is held, proof of membership with the Society of Education for Education and Training (SET) (previously the Institute for Learning (IFL)) must also be evidenced. Without active membership the candidate will not be eligible to work as a qualified teacher in schools in England. This must be checked periodically as it is subject to renewal.</p> <p>Checks can be made directly with the SET using the <a href="https://set.et-foundation.co.uk/professionalism/qtls-register/">Professional Status register</a> available on the SET website: <a href="https://set.et-foundation.co.uk/professionalism/qtls-register/">https://set.et-foundation.co.uk/professionalism/qtls-register/</a> via email: <a href="mailto:professional.formation@etfoundation.co.uk">professional.formation@etfoundation.co.uk</a> or by telephone: 0800 093 9111.</p>

<p>Right to Work in the UK:</p>	<p>A check of the candidate's eligibility to work in the UK must be completed using the 'Right To Work Checklist' (form RS/05). Please note, this is a legal requirement. To assist in conducting right to work checks schools should refer to the additional guidance notes.</p> <p>UK Visas and Immigration (part of Home Office) also requires volunteers, including governors to complete a 'Right to Work' check to ensure individuals have the right to volunteer in the UK (to ensure immigration rules allows individuals to volunteer).</p> <p>If there is uncertainty about whether an individual needs permission to work in the UK, advice can be found on the GOV.UK website:  <a href="https://www.gov.uk/check-job-applicant-right-to-work">https://www.gov.uk/check-job-applicant-right-to-work</a></p>
<p>Enhanced DBS Check:</p>	<p>Candidates should not commence employment prior to the receipt of their DBS Disclosure. For most appointments, an enhanced DBS check, which includes Children's Barred List information, will be required as the majority of staff will be engaging in regulated activity. For definition of regulated activity please see section 8.1 in policy.</p> <p>Under no circumstances should an individual who will have the opportunity for contact with children be recruited without gaining an Enhanced DBS check which is compatible with the needs of the post. Where the post holder will not undertake regulated activity (i.e. supervised volunteer) an enhanced DBS check should still be carried out, but the school is not permitted to carry out a Children's Barred List check.</p> <p>If the job offer is made more than 3 months before the employment will commence, it is best practice to wait until 3 months before the commencement date before applying for the DBS check.</p>
<p>Overseas check, including EEA teacher restrictions check:</p>	<p>Where an individual has lived or worked outside of the UK for more than 6 months in the past 5 years, additional checks must be made so that relevant events that occurred outside the UK can be considered. The DBS cannot currently access overseas criminal records as part of its disclosure service.</p> <p>It is the individual's responsibility to obtain appropriate criminal records or certificate of good conduct from the relevant countries where they have lived during this period. In the event that criminal/Police records are not available or forthcoming from a country, the School will consider full</p>

	<p>employment references from previous places of study or employment in that country as an acceptable alternative.</p> <p>NB: The School will also need to carry out an enhanced DBS check in addition to the overseas criminal record check and an EEA teacher sanctions and restrictions check using the NCTL Teacher Services system.</p> <p>Further guidance on obtaining overseas criminal records can be found at:  <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></p>
Health Check:	<p>Once an offer of employment has been made, candidates must complete a pre-employment health declaration to ensure that they are fit to do the job for which they will be employed and that their health cannot be damaged by the proposed occupation.</p> <p>As a result of the information given a referral to the School's Occupational Health provider may be needed (where the candidate answers 'yes' to any of the 5 questions on the declaration form). A direct referral will be made by the School to the Occupational Health provider.</p> <p>It is essential that candidates with a disability are not discriminated against in any way. Disability does not in itself indicate ill health or that the individual will have sickness absence problems, if employed. Similarly, people with chronic conditions are perfectly capable of working, provided that their condition is properly treated and the job is an appropriate one, with adequate support and resources provided.</p>
Childcare Disqualification:	<p>Childcare disqualification checks must be carried out on all relevant staff working in certain childcare settings, which include:</p> <p>Early years provision - staff who provide care for a child up to and including reception age, both during and outside of school hours  Later years provision (for children up to 8) - staff who are employed to work in childcare provided by the school outside of school hours, including breakfast clubs and after school provision.  Staff who are directly concerned in the management of such early years or later years provision i.e. Headteacher, Senior Leadership Team</p> <p>A 'Disqualification Declaration Form' (form RS/06) is required</p>

	<p>to be completed by all relevant candidates as part of the pre-employment checking process.</p> <p>Volunteers and casual workers who are directly concerned with the management of childcare provision, or who work on a regular basis, whether supervised or not, in relevant childcare setting, are within scope of the legislation.</p> <p>Where information is received that a candidate is 'disqualified' the school should inform Ofsted and also notify Human Resources. It should be explained to the candidate that they may apply to Ofsted for a waiver.</p> <p>It is recommended that the school carries out an annual 'Disqualification Review' (see form RS/07) to certify that there have been no changes in circumstances since completing the original declaration.</p>
<p>Prohibitions, Sanctions &amp; Restrictions:</p>	<p>Checks are required for anyone employed to carry out teaching work, to check for any prohibitions, sanctions or restrictions that might prevent an individual from taking part in certain activities. This includes those specifically employed as teachers. For those who are not employed specifically as teachers, the School should decide on a case by case basis, taking into account the individual roles, as to whether or not a prohibition check is appropriate. Please contact Human Resources for advice.</p> <p>Checks can be carried out via the NCTL Teacher Services system. The system currently allows the record of any teacher that you employ or are considering employing to be checked for:</p> <ul style="list-style-type: none"> <li>the award of QTS</li> <li>completion of teachers induction</li> <li>prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions</li> </ul> <p>The system provides access to separate lists with details of teachers (and others) who have a current restrictions against them in relation to teaching in England. This includes:</p> <ul style="list-style-type: none"> <li>teachers who have failed to successfully complete their induction or probation period</li> <li>teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current</li> <li>teachers and others who have been prohibited from teaching in England</li> <li>teachers who have been sanctioned (since 18 January</li> </ul>

2016) in other EEA member states  
individuals who have been barred from taking part in the  
management of an independent school (including  
academies and free schools)

The above information can be verified by carrying out an  
individual record search (if Teacher Reference Number and  
Date of Birth known) or via searching the separate lists  
(alphabetically). A copy of the record should be printed  
out and placed on the individual's file.

For those with QTLS status, checks can be completed in the  
same way as above, however only information relating to  
any sanctions/restrictions imposed will be shown. A further  
check can be made with the Society for Education &  
Training (SET) to confirm membership registration and  
whether the individual remains in good standing and is  
complying with the Code of Professional Practice.

Confirmation can be obtained via emailing:

[professional.formation@effoundation.co.uk](mailto:professional.formation@effoundation.co.uk)

Please note: It is recommended that a check is carried out  
on individuals who have previously occupied a teaching  
post but who are now applying for a support staff position.  
Where any prohibitions/sanctions are identified, please  
contact Human Resources.

## Appendix C - CPS Reference Request Letter

<b>Reference request for:</b> <b>Post:</b>
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Dear \_\_\_\_\_,

The candidate named above has given your name as a referee, and I would be grateful if you could complete the attached reference form and send it back to me. I have attached copies of the job description and person specification in relation to this post for your information.


As this job will involve working with children or vulnerable adults, it falls within the Exceptions Order of the Rehabilitation of Offenders Act 1974 and will be subject to an Enhanced DBS check. In assessing the suitability of a candidate to work with children, it is quite permissible for you to mention any convictions for offences committed by the candidate, which you consider relevant to their suitability for employment.

The interview date is \_\_\_\_\_. It would be of great assistance if you could return the reference before that date.

Regards,

Steve McLean  
Headteacher

## Appendix D - Reference Request Template

		<b>Reference Request</b> <b>Private and Confidential</b>		
<b>POST APPLIED FOR:</b>				
<b>DATE OF INTERVIEW:</b>				
<b>NAME OF APPLICANT:</b>				
<b>NAME OF REFEREE:</b>				
<b>CAPACITY IN WHICH YOU ARE GIVING THIS REFERENCE:</b>				
<b>LENGTH OF TIME THE APPLICANT HAS BEEN KNOWN TO YOU:</b>				
<b>DATES EMPLOYED AT YOUR SCHOOL/ESTABLISHMENT</b>		<b>FROM</b>		
		<b>TO</b>		
<b>POST HELD:</b>				
<b>CURRENT SALARY:</b>				
<b>PLEASE RATE THE APPLICANT AGAINST THE FOLLOWING</b>				
	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
<b>Attendance and Punctuality</b> (other than sickness)				
<b>Ability to set high expectations of themselves and others</b>				
<b>Reliability, resilience and integrity</b>				
<b>Motivation and initiative</b>				
<b>General willingness to work hard</b>				
<b>Working relationships with pupils</b>				
<b>Working relationships with parents/carers</b>				
<b>Working relationships with staff</b>				
<b>Ability to work as part of a team</b>				
<b>Lesson preparation</b>				
<b>Subject knowledge</b>				
<b>Behaviour management</b>				
<b>Understanding of assessment</b>				
<b>Understanding of strategies to raise pupil achievement</b>				
<b>Commitment to CPD</b>				
<b>Willingness to contribute to the wider life of a school</b>				

<b>OTHER COMMENTS WHICH YOU FEEL WOULD BE HELPFUL OR RELEVANT</b> (particular areas of strength or need for development not covered above):							
<b>SUITABILITY FOR THE POST (please indicate one)</b>							
<b>Without reservation</b>		<b>Strongly recommend</b>		<b>For consideration</b>		<b>Not recommended</b>	
<b>FURTHER EMPLOYMENT DETAILS</b>							
<b>Are you completely satisfied that the applicant is suitable to work with children?</b>							
Yes/No (please delete as appropriate)							
If you answered no to the above question, please provide specific details of your concerns and the reasons for your doubts:							
<b>To the best of your knowledge has the applicant ever had an allegation made against them, or been under investigation, in regard to his / her behaviour towards children?</b>							
Yes/No (please delete as appropriate)							
If Yes please give full details of the nature and date(s) of the allegation(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was.							
<b>Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?</b>							
Yes/No (please delete as appropriate)							
If Yes please give full details of the nature and date(s) of the misconduct, and of the penalty or sanctions still in force.							
<b>Has the applicant been subject to any disciplinary action relating to his / her suitability to work with children in which penalties or sanctions were imposed but have since expired?</b>							
Yes/No (please delete as appropriate)							
If yes, please give full details of the nature and date(s) of the misconduct, and of the penalty or sanctions that were imposed.							
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.							
							<b>PLEASE TICK</b>
<b>I agree to the disclosure of the information contained in this reference.</b>							



<b>I do not agree to the disclosure of the information contained in this reference.</b> Please give reasons for objecting:		
<b>Name</b>		
<b>Position</b>		
<b>Contact number</b>		
<b>Signed</b>		
<b>Date</b>		

## Appendix E - CPS Invite Letter

### APPLICATION FOR POST OF:

Date

Dear Name,

Further to your recent application for the above post with Caedmon Primary School, I am pleased to invite you for interview, to be held on:

**Date:**

**Venue:** Caedmon Primary School

**Arrival time:**

**On arrival please ask for:** Mrs Nicola Stabler

**Please report to:** Mr Steven McLean

The interview process will be:

- 

Please confirm your attendance to Mrs Nicola Stabler, School Business Manager on (01642) 453187 as soon as possible. Alternatively, you can email confirmation to [school@caedmon.rac.sch.uk](mailto:school@caedmon.rac.sch.uk)

Candidates who consider themselves to have a disability and require special arrangements for this interview, please contact Mrs Nicola Stabler on (01642) 453187 or email the above address.

All short-listed candidates must present proof of **their identity, right to work in the UK and qualifications (where relevant)** on attendance at interview. An explanation and list of acceptable documentation is attached to the back of this letter.

**We will contact the successful candidate by 5 p.m. on date.** If you do not receive a phone call by this time, please consider yourself unsuccessful. If you would like some feedback, please contact us.

May I take the opportunity to thank you for your application and wish you every success.

Yours sincerely,

Mr. S.McLean  
Headteacher

## **PROOF OF IDENTIFICATION**

**All candidates must present current and original photographic identification and proof of address.**

**Candidates will need to provide either of the following document combinations:**

- **Two** forms of photographic personal identification (List A) and **one** document confirming your address (List B); **or**
- **One** form of photographic personal identification (List A) and **two** documents confirming your address (List B); **and**
- Proof of Relevant Qualifications/Membership and QTS/QTLS status if teaching post

**Please note:** Where there are different names across documents, please ensure you provide supporting documents such as, marriage certificate, divorce decree, deed poll.

**Where candidates are genuinely unable to provide any acceptable photographic personal identification, then you must provide each of the following:**

- **Two** forms of non-photographic personal identification (List C) - **one of which must be a full Birth Certificate; and**
- **Two** documents confirming their address (List B); **and**
- A passport-sized photograph

### List A - Acceptable photographic personal identification documents

- Passport (any nationality)
- Current driving licence photocard (full or provisional) (UK, Isle of Man, Channel Islands and EU)
- Current Biometric residence permit (UK)

### List B - Acceptable confirmation of address documents

- Utility bill (UK) (gas, water, electricity, **not** mobile phone)\* *More than one utility bill may be accepted if they are from different suppliers*
- Local authority tax bill (i.e. council tax)\*\*
- Current driving licence photocard (full or provisional) *If not already presented as a personal ID document above*
- Most recent tax notification from HM Revenue & Customs (i.e. tax assessment, statement of account, notice of coding)\* *a P45/P60 is not acceptable*
- Financial statement (e.g. bank, building society, credit card & pension) containing current address\*
- Mortgage statement from a recognised lender\*\*
- Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) (e.g. child allowance, pension)\*

### List C Acceptable non-photographic personal identification documents

- Full Birth Certificate (UK, Isle of Man and Channel Islands) including the name(s) of at least one of the candidates parents
- Current driving licence – paper version (if issued before 1998)
- Adoption certificate (UK and Channel Islands)

- Marriage/civil partnership certificate (UK and Channel Islands)
- Divorce/annulment or civil partnership dissolution papers (UK)
- Deed poll certificate
- Benefit statement, book or card, or original notification letter from the Department of Work and Pensions (DWP) (e.g. child allowance, pension)\*
- Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding)
- P45 / P60 statement\*\*
- HM Forces ID card (UK)

*\*Documents must be dated within the last 3 months and contain the name and address of the applicant.*

*\*\*Documents must be dated within the last 12 months.*

### PROOF OF RELEVANT QUALIFICATIONS

*Candidates will need to provide proof of qualifications and/or membership, which are a specified requirement or are relevant to the position being applied for.*

*For teaching posts, proof of Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status **together with** IfL/SET Membership will need to be evidenced.*

### RIGHT TO WORK IN THE UK

Document checks must be carried out on all potential employees to ensure they have the right to work in the UK **prior to starting work. You must only provide original documents.**

Acceptable documents/document combinations include:

- Passport (any nationality)
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A Registration Certificate or Residence Card issued by the Home Office.
- A **full** birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Any documents issued by the Home Office (UK Visas and Immigration) must be valid and must evidence your right to remain and work in the UK.**

If you are unsure or unable to provide any of the acceptable documents listed above, please contact the school for further advice.



## Information for Interview

Dear Candidate,

The questions listed below will be asked during the formal interview, and you will be given **15 minutes** to prepare. Please be aware that we may also ask additional questions based on the interview process.

After asking the following questions and any other supplementary questions, we may ask you to account for any gaps in employment.

We will also ask you if you are still a firm candidate.

At the end of the interview process, we welcome any questions that you may have.

Please be aware that we will be assessing the level of English fluency in line with the fluency duty. This is to ensure that you have the appropriate level of Spoken English for the position.

We wish you the very best of luck.

Regards,

Interview Panel

Candidate		
Question 1 (panel member)	Score	
Question 2 (panel member)	Score	

Question 3 (panel member)	Score
Question 4 (panel member)	Score

<b>Question 5 (panel member)</b>	<b>Score</b>
<b>Question 6 (panel member)</b> <b>Safeguarding question</b>	<b>Score</b>



<b>Interview Score</b>		
<b>Does the candidate have the necessary level of fluency in line with the fluency duty?</b>	<b>Yes</b>	<b>No</b>
<b>Lead interviewer to ask these questions (Name)</b>		
Check career history – e.g. are there any gaps in employment? Why?		
If you were offered the job, are you still a firm candidate?		
Do you have any questions for us?		

## Appendix G - CPS Letter of Employment (teacher example)

Date

Dear Name,

Appointment as role.

Further to your recent interview, I am pleased to offer you the above post at Caedmon Primary School.

\*This appointment is permanent starting on date and ending on date.

\*This appointment is for a fixed term, starting on date and ending on date.

The terms and conditions of employment will be in accordance with the Conditions of Service for School Teachers in England and Wales (Burgundy Book) and the Teachers Pay and Conditions Document as adapted annually by statutory order.

Your salary will be £ per annum on Grade.

Your appointment is subject to satisfactory Enhanced DBS, medical and other employment clearances and proof of relevant qualifications. In accordance with the Regulations of the Department for Education, your appointment is subject to recognition as a qualified teacher by the Secretary of State.

Mrs Stabler, the School Business Manager, will be in touch soon to request documentation to complete the above.

May I take this opportunity to congratulate you on your appointment; I shall be in touch as soon as the relevant clearances have been obtained.

Should you require any further information please do not hesitate to contact me on (01642) 453187.

Yours sincerely,

Mr S. McLean

Headteacher