



FULHAM PREP SCHOOL



FULHAM SENIOR SCHOOL

# **THE FULHAM PREP SCHOOLS RECRUITMENT POLICY**

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Next review by the Head: September 2018

**Appendix 1 – EYFS applications only**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- to follow safer recruitment procedures at all times to ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of the Disclosure and Barring Service [DBS] [formally the Criminal Records Bureau (CRB)];
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently, in line with the school's equal opportunities policy;
- to ensure that no job applicant is treated unfairly on any grounds;
- to ensure sufficient staff/governors receive training in safer recruitment processes;
- to ensure all appointment panels contain at least one member who has been trained in Safer Recruitment;
- Deter prospective applicants who are unsuitable for work with children;
- Identify and reject applicants who are unsuitable for work with children.

The governing body ensures that the procedures and policies in place for the safe recruitment of all staff and volunteers are in accordance with this policy.

This document is written with regard to:

- 'Disqualification under the Childcare Act 2006' (Feb 2015)
- Keeping Children Safe in Education [September 2016] [KCSIE]
- Working together to Safeguard Children [October 2017] [WT]
- Protection of Freedoms Act 2012
- The Childcare Act 2006, the Childcare (Disqualification) Regulations 2009.
- The Equality Act 2010 – which makes it unlawful to unjustifiably discriminate, directly or indirectly, against:
  - disabled people in employment;
  - employees on the grounds of race, colour, nationality or ethnic origin. There are four types of discrimination, direct, indirect, victimisation and harassment;
  - employees on the grounds of gender preference, sex or marital status;
  - employees on the grounds of religious belief or practice in employment;
  - employees on the grounds of age;
- Education and Skills Act 2008
- Education Act 2002.

In addition DfE advice on The Registration of Independent Schools and Part 4 of the ISI Regulations (April 2015) are relevant to Safer Recruitment.

It is the responsibility of the Head, SMT and any other staff member nominated by the Head to:

- ❖ implement the school's safer recruitment procedures correctly;
- ❖ ensure all staff and volunteers working at the school undergo appropriate checks;
- ❖ monitor agencies and contractors compliance with safe recruitment;
- ❖ promote the welfare of pupils at all stages of the process.

The school will work to ensure that at all times at least one person on the appointments panel will have undertaken Safer Recruitment training

## **Section 2 – Identification of Recruiters**

### **Recruitment & Selection Procedure**

Our procedures include:

- deciding upon whether the post meets the criteria for 'regulated' activity;
- obtaining comprehensive information from applicants and scrutinising the information;
- ensuring that no person who is appointed carries out work, or intends to carry out work at the school in contravention of a prohibition order, an interim prohibition order or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any other disqualification, or restriction which takes effect as if contained in either such direction;
- satisfactorily resolving any discrepancies or anomalies in information received;
- obtaining two independent professional references in order to assess an applicant's suitability to work with children. We may also request a character reference depending on the position offered;
- holding a face to face interview that explores the candidate's suitability to work with children as well as his/her suitability for the post;
- checking the applicants identity, previous employment history and experience;
- checking that candidates are medically fit to perform the duties required of the position by obtaining a self-declaration of fitness;
- checking the applicants right to work in the United Kingdom;
- where appropriate, checking the applicants qualifications;
- carrying out pre-employment checks appropriate to the type of employment advertised, which include the mandatory enhanced criminal record check prohibited from teaching/management checks and obtaining an enhanced criminal record certificate before or as soon as practicable after the applicants appointment (if such a certificate does not arrive before employment is due to begin then a barred list check must be obtained and a risk assessment completed). If potential candidate is from another country additional police checks from their own country will be required.
- requesting sight of the applicant's original enhanced disclosure certificate;
- following up appointment with a systematic induction programme.

## **The Programme for appointing staff in regulated activity**

All material that forms part of the appointment, including the candidate application and information pack, will be checked by the appointments panel and must meet the requirements of the school safer recruitment policy

### **Section 3: Inviting Applications**

The job description will include:

- ❖ the main duties and responsibilities of the post;
- ❖ the individual's responsibility for promoting and safeguarding the welfare of children and young people that s/he is responsible for, or comes into contact with.

The person specification will include:

- ❖ the qualifications, experience, expertise and any other requirements needed to perform the role;
- ❖ the competences, skills and qualities that the successful candidate should be able to demonstrate;
- ❖ an explanation of how the above will be assessed during the selection process.

The advertisement

- ❖ This will include a statement about the school's commitment to safeguarding and promoting the welfare of children. It will refer to the need for the successful candidate to undertake an enhanced criminal record check via the DBS.

The advert will also include:

- ❖ Job title or information about the subject field;
- ❖ A reference to the school ethos;
- ❖ Location and contact details for the school;
- ❖ Salary and hours (including pro rata salary) - or details of how to access this information;
- ❖ A brief equal opportunities statement;
- ❖ Details of how to apply for the Application Pack.

The advertisement will make no direct reference to sex, race, age, sexual orientation, religion/belief or disability.

An application pack will be sent to prospective candidates on request and will include at the least;

- ❖ General information about the school
- ❖ The selection procedures for the post
- ❖ Information about the section of the school relevant to the role advertised
- ❖ Details of the role in the job description
- ❖ Qualifications, experience, skills and abilities required - summarising the details in the person specification
- ❖ Details of all documents required as per-employment checks
- ❖ Safeguarding policy or information on how to access this online

- ❖ An application form together with a statement informing the candidate that;
  - completion of the form ensures that a common set of core data is received from candidates.
  - CVs drawn up by candidates will **not** be accepted in place of an application form.
  - Incomplete application forms will be returned to the candidate where the deadline for completed application forms has not passed.

**Section 4: Advertisements for posts** – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to receipt of an enhanced disclosure from the DBS”

### **Section 5: Short-Listing and References**

Having regard to the requirements of KCSIE (September 2016) a minimum of two references, to cover five years’ work history, will be sought. If the candidate is not currently working with children but has done so in the past, the school will contact the candidate’s previous employer, whilst he/she was working with children, for a reference. It is preferred but not a statutory requirement, that both a character reference and a professional reference are offered.

- 5.1 Short-listing of candidates will be against the personal specification for the post.
- 5.2 At least one reference will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. If anomalies are identified in references, the referees will be contacted by telephone or email for clarification and a detailed record kept of such exchanges. Discrepancies may also be probed at interview.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
  - a. The candidate’s suitability for working with children and young people.
  - b. Any disciplinary warnings, including time-expired warnings, that relate to
  - c. the safeguarding of children.
  - d. The candidate’s suitability for this post; a job description will be provided for all referees.

- e. If the referee is a current or previous employer, they will also be asked to confirm the following: the applicant's dates of employment, job title/duties, reason for leaving, performance, and disciplinary record

Should a candidate strongly object to a current employer being approached prior to interview, the school will decide whether or not to accede to their request. If the request is granted, the school will then contact the referee following the interview. In such cases the school will ensure that references are received, scrutinised, and that any concerns are resolved satisfactorily before the person's appointment is confirmed and she/he starts in the role. Referees should not be a relative or someone known to the applicant solely as a friend. References addressed "to whom it may concern" will not be accepted.

- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

Information contained in references will be compared with the candidate's application form to ensure that facts the referee provides about the candidate and his/her previous employment are consistent with those provided by the candidate. Any discrepancies will be discussed with the candidate.

Any information about past disciplinary action or allegations will be considered individually. Issues that were suitably resolved some time ago or were unfounded with no further issues raised, are less likely to cause concern than more serious or recent events. A history of repeated concerns or allegations over time will give cause for concern. Additional references may be requested of applicants who apply from outside the UK or who have been in the UK for a short amount of time.

#### **Prohibition checks**

From September 2015, the school undertakes two types of "prohibition" check:

- prohibition from teaching orders and
- prohibition from management of independent schools directions (also known as Section 128 directions).

Checks for **prohibition from management** directions (also known as Section 128 directions) were introduced in January 2015. If the appointment is for a position described below, the school will check that she/he is not prohibited from management of an independent school. The roles which require a check are:

- proprietors and members of proprietorial bodies, including governors who are proprietors (but not non-proprietorial governors);
- Head Teachers;
- all members of the Senior Management Team, whether or not they are teachers;
- all teaching positions which carry a department headship.

Checking is through the DBS for those in regulated activity. This will cover all employed staff. For proprietors who are not in regulated activity, checking is via the NCTL. Self-disclosure of disqualification by association is required from all staff that work in the Pre-Prep, Prep and Senior School.

## **Section 6: Selection Process**

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates and where relevant, delivery of a lesson. The school will ensure that one member of the selection panel has completed a course in safer recruitment. Any decision to interview or short list applicants must not be based upon disability, sex, sexual orientation, race, religion or age or trade union membership or activities.

When short-listing candidates, their suitability will be judged against the person specification for the post.

6.2 Interviews will always be face to face, this includes the use of Skype. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

6.3 Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a DBS disclosure

## **Section 7: The Interview**

As candidates arrive, and before the interview, they will be required to provide:

- Original qualification certificates
- Proof of eligibility to live and work in the UK.
- If the disclosure held by an overseas candidate is considered insufficient to establish their suitability to work in the school, further evidence may be required from the applicants country of origin. Such checks will be undertaken if the candidate has lived overseas for three months or more in the last five years
- A UK national returning after working in a foreign country will be asked to obtain a certificate of good conduct or equivalent form the country in question.
- Proof of identity - Candidates may bring the following evidence:
  - ❖ current driving licence (including photograph), passport or full birth certificate; and two utility bills or statements (from different sources and issued within the last three months) showing the candidates name and home address;
  - ❖ Documentation confirming their National Insurance number (P45, P60 or National Insurance card);
  - ❖ Where a candidate claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

- ❖ If the candidate is in employment as a teacher in another school, a copy of their original enhanced disclosure certificate

The interview process will cover the candidate's suitability with relation to the requirements of the post, their subject knowledge, skills and competence, ability to work within a team, organisational and management skills linked to the post and contributions the candidate can make toward the extended curriculum and general life of the school.

During the interview and face to face, candidates will always be required:

- ❖ to explain satisfactorily any gaps in employment;
- ❖ to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- ❖ to declare any information that is likely to appear on a DBS disclosure;
- ❖ to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- ❖ To state whether they are subject to a prohibition order

In all interviews a report will be made to the police and/or the Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team) if a candidate is found:

- ❖ To be on List 99;
- ❖ Has a disclosure showing s/he has been disqualified from working with children by a court;
- ❖ Has provided false information in, or in support of, his/her application;
- ❖ Presents serious concerns regarding suitability to work with children.

Any offer of employment following interview will be conditional, prior to successful completion of a final series of pre-employment checks which, *in brief*, contain the following:

- ❖ the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment;
- ❖ the receipt of two satisfactory references, one of which must be from the applicant's most recent employer, which the school considers to be satisfactory;
- ❖ verification of the applicant's identity, where that has not previously been verified;
- ❖ for teaching positions, confirmation from the National College for Teaching and Leadership that the applicant is not subject to a prohibition order. If qualified teacher status is not required the school will check the applicant is not subject to a prohibition order by application to the Employer Online service;
- ❖ where the position amounts to "regulated activity" the school must have sight of an enhanced disclosure from the DBS and it must consider such to be satisfactory;
- ❖ where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List\*;
- ❖ confirmation that the applicant does not commence work in contravention of a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from teaching or being involved in the management of an independent school;

- ❖ confirmation that the applicant is not disqualified from working in connection with early or later years provision (see Appendix 3a);
- ❖ confirmation that the applicant is not disqualified by association for teaching;
- ❖ When relevant, whatever evidence of checking is available for a person's country of origin (if overseas) or from any other country in which he/she has lived, before the offer of an appointment.
- ❖ In regard to an order made by the National College of Teaching and Leadership (NCTL) on behalf of the Secretary of State, barring a person from carrying out "teaching work", the school will carry out a Prohibition Check (from April 2014) in addition to the check of the children's barred list, DBS check and other checks set out in the Independent School Standards. ('teaching work' is defined as planning, preparing and delivering lessons for pupils, which includes distance learning and learning through computer aided techniques, and assessing and reporting on pupils' development, attainment and progress)
- ❖ Checks for **prohibition from management** directions (also known as Section 128 directions) were introduced in January 2015. If the appointment is for:
  - proprietors and members of proprietorial bodies, including governors who are proprietors (but not non-proprietorial governors);
  - Head Teachers;
  - all member of the Senior Management team, whether or not they are teachers;
  - all teaching positions which carry a department headship.

Until the school has had sight of the original disclosure certificate, the applicant will be treated as unchecked and subject to the safeguards set out below. This requirement arises from both the DBS Employer Guidance and KCSIE. In addition, if an 'enhanced disclosure' is delayed, the Head may allow the candidate appointed to commence work providing:

- the appointment is not formally confirmed;
- the DBS application has been made in advance;
- if the person will be working in regulated activity, a satisfactory check of the barred list, plus vetting and other relevant checks have been completed satisfactorily;
- appropriate safeguards are in place, for example monitored supervision;
- safeguards are reviewed at least every two weeks;
- the person in question is informed what these safeguards are, and a note is added to the single central register and evidence kept of the measures put in place;
- a note to explain the actions taken is advised on the central register of staff;
- the candidates medical fitness for the role from the school's medical adviser have been confirmed;
- the candidates right to work in the UK has satisfied requirements;
- any further checks which are necessary as a result of the candidate having lived or worked outside of the UK are satisfactory;
- the professional qualifications which the school deems a requirement for the post, or which the applicant otherwise cites in support of their application, (where they have not been previously verified) have been verified.

- the relevant professional status requirements have been verified-e.g. GTC registration, QTS status (unless correctly exempted).

The school is not permitted to obtain an enhanced DBS disclosure or check the Children's Barred List unless an individual will be engaging in "regulated activity".

### **The Recruitment of Ex-Offenders**

The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar him/her from employment within the school. Instead, each case will be decided on its merits in accordance with the objective assessment criteria and guidance current at the time of application.

In the event that relevant information, (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the school will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence or serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

If an applicant wishes to dispute any information contained in a disclosure, she/he can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school will, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### **Retention and security of disclosure information**

The school's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the school will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's senior leadership team
- not retain disclosure information or any associated correspondence for longer than is necessary, usually for a maximum of six months. The school will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken
- ensure that any disclosure information is destroyed by suitably secure means such as shredding as the date logged in the Personnel file.
- prohibit the photocopying or scanning of any disclosure information

### **Retention of other records**

The school will retain any relevant information provided on the application form (together with any attachments) on the personnel file of candidates who are offered and accept the position for which they have applied.

From April 2014, DfE guidance requires that schools retain copies of identity documents, right to work, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability, or to assist with any other workplace issue.

The Immigration (Restrictions on Employment) Order 2007 requires employers in England and Wales to check and retain copies of passports, or alternatively birth/adoption certificates, belonging to people appointed on or after 29 February 2008.

It is normal practice for the school to retain personnel files for six years after the member of staff has left. If the school wishes to retain the name and details of unsuccessful candidates on file for future vacancies, the candidates will be informed and offered the opportunity to remove their details from the school's records.

### **The single centralised register of staff**

A single centralised record of recruitment and vetting checks, in line with legal requirements and ISI regulations, is maintained by the school. All individuals who work in regular contact with children, including governors, volunteers and those employed by third parties (supply agencies), are included. The register is kept up to date and checked by the safeguarding governor regularly. The centralised register contains details of the following;

Where applicable, including details of the person doing the checking and the dates checked;

- ❖ Identity;
- ❖ Barred list/List 99 (date of DBS check unless a separate earlier barred list check was undertaken);

- ❖ Professional Qualifications;
- ❖ Enhanced disclosure (or DBS Status Check);
- ❖ Overseas checks, where applicable;
- ❖ Right to work in the UK;
- ❖ Prohibition from teaching orders check (UK and/or EU);
- ❖ Prohibition from Management.

Whilst it is not a legal requirement, the school also chooses to include on the register;

- ❖ Checks of CV/application form, references, medical fitness declaration and disqualification by association self-declaration.

With regard to supply staff the register will record the following entries:

- ❖ The date the school obtained written notification from the supply agency that the agency has made checks of:
  1. Identity;
  2. Barred list/List 99;
  3. Qualifications;
  4. Overseas checks, where applicable;
  5. Right to work in the UK;
  6. prohibition from teaching orders;
  7. prohibition from management of independent schools directions (also known as Section 128 directions) for proprietors and members of proprietorial bodies, including governors who are proprietors (but not non-proprietorial governors), head teachers, all member of the senior leadership team, whether or not they are teachers, all teaching positions which carry a department headship;
- ❖ Date of written notification that it or another agency has received an enhanced DBS disclosure, and the date of the disclosure;
- ❖ If applicable, date of written notification of contents of a disclosure or equivalent;
- ❖ Date the agency supplied a copy of the enhanced criminal record certificate;
- ❖ The date the school checked the identity of the supply person (the school will always check the identity of supply staff on arrival at the school).

Although it is not a requirement (from April 2015) to include volunteers on the register, the school chooses to include details of all checks made on volunteers on the register. The register will contain the following information for each member of **the governing body**;

- Enhanced disclosure;
- Barred list check
- Where applicable, prohibition from teaching check and management;
- Identity;
- Right to work in the UK;
- Overseas checks, where applicable.

### **The Induction Programme**

For all staff and volunteers newly appointed into the school, including teaching staff, regardless of experience, there is a comprehensive induction programme. The purpose of this is to;

- ❖ ensure candidates understand the school’s safeguarding policy and procedures.
- ❖ check the candidate has read the relevant part(1) of KSCIE ( September 2016), plus the school policies and procedures linked to child protection such as anti-bullying, anti-racism, physical intervention/restraint and internet safety. New governors will be required to read part (2) as well.
- ❖ ensure candidates are clear about the standards of conduct and behaviour expected of staff and pupils within the school
- ❖ provide training and information about all school policies and procedures;
- ❖ support individuals in a way that is appropriate for the role to which they have been appointed;
- ❖ provide opportunities for the candidate to discuss any issues or concerns about their role or responsibilities
- ❖ enable the candidate’s subject coordinator or mentor to identify any concerns regarding the settling in process, teaching, behaviour management, relationships with pupils or staff and rectify them swiftly

### **‘Regulated Activity’**

The school regards all types of regular work that involves the opportunity for contact with children to be regulated activity, with the possible exception of temporary/ emergency contractors and occasional visitors such as musicians who are constantly under supervision whilst on the school premises.

Regular, unsupervised teaching, training, instructing, caring for or supervising children is regulated activity and so is;

- Regularly providing advice or guidance for children on well-being, or
- Regularly driving a vehicle only for children.  
(the above definition is mainly of relevance to peripatetic teachers whose work in one school would-be ‘regular’, but whose work across a number of schools meets the ‘regular’ definition)

Relevant personal care or health care is regarded as regulated activity.

- 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;
- Health care means care for children provided by or under the direction or supervision of, a regulated health care professional.

However, statutory regulations state that the following may fall outside the remit of what constitutes regulated activity:

- Work (not entailing personal care) by supervised volunteers
- Work (not entailing personal care or teaching) by occasional/temporary contractors
- Work by pupils for other pupils (excepting for those in early years) ( known as ‘the peer exemption’)

The school asks the following questions when making decisions upon regulated activity:

- Is the activity a person will do “work”? (A person, for example, visiting the head or their own child would not be working.)

- Is the work regular?
- Does it give rise to opportunity for contact with children? (This applies whether or not contact is required by the work and whether or not it actually takes place. The issue is whether there is “opportunity”.)
- Is the work for the purposes of the school? (This would not include, for example, those working for bodies hiring premises for other purposes out of school hours.)

If the answer to all these questions is “yes”, the person is working in regulated activity, unless an exception as detailed below applies:

- If a volunteer is involved in the personal care of pupils then they are in regulated activity as
- Personal care work is always regulated activity
- If the person is a volunteer and what they do does not involve the personal care of pupils and they are supervised at all times they are not in regulated activity.
- If the person is a contractor and administers personal care or health care they are in regulated activity.
- If the person is a contractor and is involved in teaching pupils they are in regulated activity
- If the person is a contractor performing occasional or temporary non-teaching work (such as a quick plumbing task) they are not in regulated activity. In this instance the school will organise suitable supervision whilst the contractors are on site.
- Contractors employed by cleaning and catering companies on a long term basis are in regulated activity as they have the opportunity to be with pupils at any time. The school checks with their respective companies and requests written confirmation that all the required checks have been completed successfully prior to the employees beginning work.
- The identity of all employees of contractors will be checked by the school on arrival. If the employees of contractors may have unsupervised access to children the school will check with the contractor that such employees have satisfactory DBS checks. The school will check the identity of such employees on their arrival at the school and will retain written confirmation from the contractor of the employees’ checks.
- The school ensures that all contractors and their employees are checked at regular intervals as they work.
- The school is aware that supervised volunteers are not regarded as being in regulated activity. However the school considers all volunteers as being in regulated activity. This is because there may be circumstances when the volunteer is with pupils in a directly unsupervised situation. Therefore the school believes it is best practice to ensure all volunteers are subject to requiring an enhanced DBS certificate with barred list information.
- The school requires references for some volunteers depending on the work they do, and holds informal interviews as well as checking with members of the school community as to the suitability of proposed volunteers
- Visitors to the school who are supervised at all times are not regarded as being in regulated activity.

**Details of types of appointments and pre-employment checks. Staff in regulated activity.**

Disclosure and Barring Service Check

Due to the nature of the work, the School applies for enhanced certification from the DBS in respect of all prospective staff members, governors, unsupervised and where appropriate supervised volunteers engaging in regulated activity.

A member of staff is defined as any person working at the school whether under a contract of employment, under a contract for services or in a different capacity but is neither supply staff nor a volunteer.

An employee of the school will be regarded as being in regulated activity if:

- they will be responsible on a regular basis, in any setting, for the care or supervision of children;
- they regularly work in the school at times when the children are on school premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer)

An enhanced disclosure contains details of all convictions on record, including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974 together with details of any cautions, reprimands or warnings held on the Police National Computer. It will also reveal whether a candidate is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Independent Safeguarding Authority. The enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question).

The school is not required to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked:

- in a school in England in a post which brought them into regular contact with children or in any post in a maintained school since 12 May 2006; or
- in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18 during a period of not more than three months prior to the appointment offered.

However, a separate barred list check will be completed for any such candidate should the school have any concerns.

If a candidate has a disclosure from a previous employer but does not fall within the three month exception above and has not subscribed to the DBS Update service, the school will apply for a disclosure, including a barred list check. If the disclosure is delayed, a separate barred list check will be obtained in advance of the candidate starting work

A candidate with a disclosure from a previous employer at the enhanced level (including children's barred list) who subscribes to the Update service may give the school permission to check their status. The school will undertake an online Update check, which will provide information about any changes since the certificate was issued

A candidate with a standard level disclosure who subscribes to the Update service will be informed that the school will apply for a new disclosure, including a new barred list check, because the previous disclosure is not at the correct level.

### **Overseas staff**

DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a disclosure, if one is available in the relevant jurisdiction(s). In addition advice on obtaining criminal record information from overseas police forces, published by the Home Office on GOV.UK will be followed. The school will also have regard to Department for Education guidance on the employment of overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the US.

### **Trainee/student teachers**

Where applicants for initial teacher training are successful in being offered a position, the school will ensure that all necessary checks are carried out. Trainee teachers undertake regulated activity, sometimes unsupervised; therefore the school will obtain an enhanced DBS certificate and undertake a barred list check. When student teachers visit the school from their Colleges for teaching purposes or work placements, the school will request written confirmation from the College that the appropriate checks have been performed.

### **EYFS candidates and all staff who work with KS1 children**

All candidates offered a post within the Early Years Foundation Stage will be requested to complete a declaration stating that they are not disqualified under the Childcare Act and that they do not live in the same household as another person who is disqualified from registration for early or later years provision, or live in a household where a disqualified person is employed. A household is deemed as anyone sharing "living space", including the use of a shared kitchen. The responsibility on candidates is to provide the school with information about people in their household "to the best of their knowledge".

The school will consider any information disclosed before deciding whether to proceed with an interview. An interview will not proceed if the school has not received a completed Self-Declaration Form in advance. The school will not knowingly employ any person to work in childcare or be connected with the management of childcare if they or others in their household are 'disqualified'.

Statutory guidance applying to the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 applies also to volunteers, supply/agency staff, self-employed people, staff of other organisations contracted by the school to supply childcare and governors who volunteer

with EYFS or are concerned with their daily management. See Appendix 1.

### **Peripatetic Staff**

The school requires all necessary checks and DSB requirements are fulfilled as if they were a school employee.

### **Supply and temporary teaching staff agencies**

Supply agencies who supply temporary staff to the school must complete the pre-employment checks which the school would otherwise complete for its staff, registering with the DBS on their own account. The school will check with the supply agency that the following checks have been carried out:

- The person's identity,
- Whether the person is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act
- Whether the person is subject to any direction under section 128 of the 20018 Act or section 142 of the 2002 Act, including any prohibition, disqualification or restrictions, including the dates on which such checks were made.
- Whether the person has relevant qualification
- A suitable disclosure check if the person is from overseas and the date the check was completed has been made
- An enhanced disclosure (J) or DBS status check)
- Whether the person has the right to work in the UK,

The school will show that these checks have been carried out on the single central register of staff to the extent relevant. The school will also record the date it has sight of the disclosure certificate, whether or not it discloses any information. The school will not retain a copy of the certificate on file.

A teacher working for an agency would have a fresh disclosure every three years - or earlier if there are grounds for concern or a break in service of three months or more. The supply agency must retain 'disclosures' for at least a year and when a person remains with the agency for more than 12 months a disclosure can be held for up to three years.

Additionally, in having regard to KCSIE, the agency should take up references, obtain a declaration of medical fitness, and check previous employment history. Proof of registration will be required before the school will commission services from any such organisation. The school will independently verify the identity of staff supplied by such agencies and record the date it has carried out its own identity check on supply staff.

### **Governors/proprietors**

The school governors are volunteers. The school requires:

- An enhanced disclosure and barred list check;
- proof of identity;
- confirmation of the governor's right to work in the UK.

If a governor who has been overseas is appointed appropriate checks will be made. If a governor or proprietor is to be involved with teaching, a prohibition from teaching check will be made. If a governor or proprietor is to be actively involved with EYFS children or with management of EYFS a Disqualification from Childcare disclosure will be requested. All the above checks should be made prior to appointment or as soon as practicable after the appointment.

### **Chair of Governors**

Before a chair of governors is appointed, the school informs the Secretary of State who will:

- carry out an enhanced criminal record check;
- right to work in the UK check;
- confirm the individual's identity; and
- if the fact that an individual lives or has lived outside of the UK make an enhanced check insufficient, such other checks as the Secretary of State considers appropriate
- if the Chair/proprietor has volunteered to work with childcare on a regular basis or are directly involved with the management of EYFS a check will be made in relation to 'Disqualification under the Childcare Act 2006.
- Prohibition from management check.

### **Contractors**

When the school employs contractors whose employees have supervised access to pupils, such as, for example, catering or cleaning contractors the contractors are responsible for undertaking DBS checks. Before the school allows the employees to enter the site, the school requires written confirmation from the company that the required checks have been undertaken and are satisfactory. The school will check photographic identification of employees on arrival at the school. The school will keep records of the confirmations received from the contractor.

In the absence of statutory definitions the school will, following DfE advice, determine when contractors are occasional or temporary, and therefore whether or not they are working in regulated activity. If the school decides the workers are not in regulated activity they will not be eligible for a barred list check but the school may opt to carry out an enhanced check if they judge this necessary.

It is for the school to decide if whether emergency workmen are in regulated activity. If it is not possible to find workers at short notice who have already been checked, the discretion permitted in relation to occasional or temporary contractors will be exercised in good faith by the school. This will entail the issue being considered at the time of the work and the school will create and retain a note of the basis of a decision not to carry out checks. However if the work of emergency workmen does give them the opportunity to have contact with children then the school will ensure they are subject to a DBS check without a barred list check.

### **Self-employed contractors**

The school will check to ascertain whether self-employed contractors have been checked by their professional associations. It is not possible for self-employed people to check themselves

but professional associations usually assist to enable their members to access work. If the self-employed person subscribes to the DBS update service, the school can check identity, view the original certificate and check online for updated information.

Self-employed contractors will be monitored at various intervals to ensure no political indoctrination or radicalisation of pupils never takes place at any time.

### **Volunteers**

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

### **Unsupervised Volunteers**

A number of people offer their services to the school as volunteers. The term “volunteer” is defined in the Police Act 1997 (Criminal Records) Regulations 2002, as ‘any individual engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative. A volunteer cannot therefore:-

- receive payment (except for travel or other approved out of pocket expenses.
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee post that will lead to a full-time role/qualification.

All unsupervised volunteers will be monitored and supervised to ensure no political indoctrination or radicalisation of pupils does not take place at any time.

In line with KCSIE recommendations, the school will obtain an enhanced DBS certificate with barred list check for all new volunteers in regulated activity who regularly help teachers or look after children on an unsupervised basis.

The school will also check the suitability and competence of the individual volunteer through either obtaining character references and/or an informal interview, and/or ascertaining whether the school community for any concerns.

### **Supervised Volunteers**

On an occasion when a volunteer assists the school as a supervised volunteer who may regularly teach or look after children but are supervised at all times, they do not fall into the category of regulated activity. In such situations where individuals are acting as supervised volunteers, the school will ensure:

- a. supervision is conducted by a person who is in regulated activity ;
- b. supervision is regular (on-going)and day to day; and
- c. the supervision is “reasonable in all the circumstances to ensure the protection of children”.

For new supervised volunteers not in regulated activity an enhanced DBS certificate will be required. One-off volunteers who offer to assist with day outings, school concerts and such do not require vetting checks. Such volunteers will not be unsupervised or undertake any kind

of personal care. All supervised volunteers will be monitored to ensure no political indoctrination or radicalisation of pupils takes place at any time.

### **Other checks**

Candidates in regulated activity who are invited to an interview will be required to bring any from the following list of valid documentation as evidence of identity, right to work in the UK, address and qualifications:

**(Note - If a document in the list of valid identity documents is denoted with \* - it should be less than three months old)**

- ❖ current valid passport
- ❖ biometric residence permit (UK)
- ❖ current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- ❖ birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- ❖ current UK driving licence (old style paper version)
- ❖ current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- ❖ birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- ❖ marriage / civil partnership certificate (UK and Channel Islands)
- ❖ adoption certificate (UK and Channel Islands)
- ❖ HM Forces ID card (UK)
- ❖ fire arms licence (UK and Channel Islands)
- ❖ mortgage statement (UK or EEA)\*\*
- ❖ bank / building society statement (UK and Channel Islands or EEA)\*
- ❖ bank / building society account opening confirmation letter (UK)
- ❖ credit card statement (UK or EEA)\*
- ❖ financial statement \*\* - e.g. pension, endowment, ISA (UK)
- ❖ P45 / P60 statement \*\*(UK and Channel Islands)
- ❖ council tax statement (UK and Channel Islands) \*\*
- ❖ work permit / visa (UK) (UK Residence Permit) \*\*
- ❖ letter of sponsorship from future employment provider (non UK / non EEA only valid for applicants residing outside the UK at the time of application)
- ❖ utility bill (UK)\* – not mobile telephone
- ❖ benefit statement\* - e.g. child benefit, pension
- ❖ a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- ❖ EU national ID card and cards carrying the PASS accreditation logo (UK)

Where a candidate claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The school asks for proof of the date of birth of all applicants in accordance with the Department for Education guidance. This enables the school to verify the identity of the candidate and check for any unexplained discrepancies in their employment and education history.

Candidates will also be required to provide;

- ❖ two utility bills or statements (from different sources) showing their name and home address; and
- ❖ documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
- ❖ original documents confirming any educational and professional qualifications referred to in their application form

### **Medical fitness**

The school is, however, legally required to verify the medical fitness of successful candidates before an appointment can be confirmed (Registration of Independent Schools, December 2013).

The successful candidate will be required to complete a health questionnaire. Applicants will be requested to sign a statement declaring that they know of no mental or physical reasons concerning their health that would prevent them from fulfilling the requirements of the role. This will be reviewed by the school's medical professional. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, and layout of the school. If the school's medical advisor has any doubts about an applicant's fitness the school will seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, discussing medical evidence, considering reasonable adjustments to enable disabled applicants to fulfil the role advertised.

### **Ceasing to use staff services**

Where the school, or an agency supplying staff, ceases to use the services of a candidate because of serious misconduct, or would have dismissed them had they not left first, the school will consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if she/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

## EYFS - Childcare disqualification requirements

The Childcare Act 2006, the Childcare (Disqualification) Regulations 2009, and 'Disqualification under the Childcare Act 2006' (March 2015), place separate and additional requirements on schools.

Early years childcare is the education, care (excepting health care) and any supervised activity of a pupil from birth until the 1<sup>st</sup> September following their fifth birthday. It applies to EYFS provision during and outside of school hours, including nursery and reception classes. The Disqualification requirements apply to school staff, volunteers, supply/agency staff, self-employed people, staff of any external organisation contracted to supply childcare and those governors who volunteer with EYFS provision or are involved in the day-to-day management of EYFS.

The key requirement of the Act upon schools is that they must not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they or others who live or work in their household are 'disqualified'.

This school fulfils the duty to have regard to the Disqualification guidance by;

- Ensuring all those connected with EYFS and childcare in the school have access to this policy and understand the requirements of the legislation, including that they may be disqualified by association
- Taking all required steps to gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified, including by association
- Keeping a record on the Single Register of staff of the date and findings of disqualification checks of those who work in relevant childcare.

In addition the school will also retain all documentation relating to the above Disqualification checks in staff files- the dates the checks were completed, dates and copies of contracts signed and copies of any emails, meetings or letters relating to the matter

In addition to inclusion on the DBS Children's Barred List, the grounds for disqualification include:

- being found to have been cautioned about or having committed certain violent and sexual criminal offences against children and adults at home or abroad which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- being the subject of certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations
- refusal or cancellation of registration relating to childcare or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations
- living in the same household where another person who is disqualified lives or is employed ('disqualification 'by association') as specified in regulation 9 of the 2009 Regulations

Disqualification occurs as soon as any of the above criteria are met. At the point that an individual is convicted of, or cautioned for, a criminal offence of a specified type or category, or where they meet other disqualification criteria set out in the regulations, the Act and Regulations disqualify that individual from:

- providing early years childcare or later years childcare to children who have not attained the age of eight; or
- being directly concerned in the management of that childcare.

Staff are covered by this legislation if they are involved in;

- Early years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities
- The management of early or later years provision. This includes the Head Teacher and, on occasion, other members of the school's management team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.

School governors and proprietors are not covered by the legislation, unless they volunteer to work in childcare on a regular basis, visit the EYFS regularly or they are directly concerned with the day-to-day management of such provision.

Volunteers and casual workers who are directly concerned with the management of childcare provision, or who work on a fairly regular basis, whether supervised or not, in EYFS or before and after school care or relevant childcare, are within the scope of the legislation and are covered by this guidance.

Staff who work in the following roles are not covered by this legislation;

- Staff who only provide education, childcare or supervised activity during school hours to children above reception age
- Staff who only provide supervised activities out of school hours for children who are aged 8 or over
- Staff who have no involvement in the management of relevant provision.

- Staff such as caretakers, cleaners, drivers, transport escorts, catering and office staff, who are not employed to directly provide childcare
- Anybody involved in any form of health care provision for a child, including school nurses and local authority staff, such as speech and language therapists and education psychologists,

In relation to staff employed by childcare providers (i.e. not employed by the school) who hire or rent school facilities or premises, the school will ensure that such providers have appropriate policies and procedures in place in regard to safeguarding children, including under the 2009 Regulations.

If the school uses staff from an agency or third-party organisation to work in relevant childcare, confirmation will be obtained from the agency or organisation providing the staff that the person employed is not disqualified under the 2009 Regulations. The school will be assured by the agency that they have requested that their staff inform them if they consider that they could be disqualified under the legislation.

### **Implications for staff**

In brief, who is disqualified?

- Someone who has been cautioned for, or convicted of certain violent or sexual criminal offences against adults and any offences against children;
- Someone who is the subject of an Order, direction or similar in respect of childcare, including orders made in respect of their own children’
- Someone who had registration refused or cancelled in relation to childcare of children’s homes or have been disqualified from private fostering;
- Someone who lives in the same household where another person who is disqualified lives or works (disqualification ‘by association’). This means that the householder has an order, restriction, conviction, caution etc. set out in the Legislation. It is accepted that staff may not necessarily know this information – the declaration requires them to answer “to the best of their knowledge”

Individuals who are disqualified, or who live with a person who is disqualified, are not permitted to continue to work in early or later years provision or be directly concerned in the management of that provision. A person does not, however, commit an offence if they do not know, or have no reasonable grounds for believing, that they live in the same household as a disqualified person, or in a household where a disqualified person is employed.

A household will be deemed as anyone sharing "living space", including the use of a shared kitchen. The responsibility is on individuals is to provide the school with information about people in their household "to the best of their knowledge". This means that a person who lives in a shared house, renting with others, will not be expected to request this information from those with whom they are not overly familiar.

The requirement of a member of staff to provide the relevant information about a person who lives or works in the same household as them, guards against an individual working with

young children who may be under the influence of a person who lives with them and where that person may pose a risk to children i.e. 'by association.'

Staff are expected to declare all their convictions and cautions, including those that are spent, but will not be required to declare details of spent convictions and cautions of those who live and work in their households. If a person is 'disqualified' they may not work in the EYFS or childcare provision. Should a person be disqualified or doubt arises over the issue of disqualification, then pending resolution of the issue the member of staff will be removed from the work for which they are disqualified. The school will not automatically suspend or dismiss such a person. The school consider possible redeployment with an age group or other work from which they are not disqualified, subject to assessing the risk and, where appropriate, taking advice from the LADO. All actions taken during consideration of possible disqualification will be recorded in full.

Any relevant information passed to the school will be sent to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the school becoming aware of the information. If the school is aware that a member of staff is disqualified senior leaders will explain the implications to the individual concerned and advise them that they may apply to Ofsted for a waiver of disqualification unless they are barred from working with children.

Following consideration of the evidence Ofsted may grant a full or partial waiver, including a waiver that would allow an individual to work in the school settings described above. Whilst a waiver application is being considered an individual must not continue to work in a setting. Further details about how to make an application for a waiver can be found in the Ofsted fact sheet: *Applying to waive disqualification: early years and childcare providers.*

This school uses a self-declaration form, with questions relevant and limited to the requirements of the legislation, including;

- cautions or convictions for a relevant offence;
- whether the individual has been disqualified from caring for a child (including their own child);
- whether they or anyone living or employed in their household is named on the DBS Children's Barred List.

No reference will be made to medical records, details about unrelated or spent convictions of household members, DBS certificates from third parties, or copies of a person's criminal record.

When responding to questions about their cautions or convictions, staff do not need to provide details about any protected cautions or protected convictions and are not required to disclose spent cautions or convictions of a person who lives or is employed in the household

Existing staff will be asked to provide, to the best of their knowledge, information about someone who lives or is employed in their household. If information is obtained about third parties the individual to whom the information relates must be clearly informed about how,

and for what purpose, the school will use their information. Such information will also be requested by the school as part of the pre-employment checks when appointing new staff.

The school must be certain that the information provided is adequate, accurate and relevant to our enquiries and where information is provided in error, or is not relevant, e.g. unspent caution or conviction which is not listed as a relevant offence, it will be destroyed.

If a person is found to be disqualified, including by association or if there is any doubt over the issue they must be removed from their work until the matter is resolved. The school may not automatically suspend or dismiss all those found to be disqualified- it may be possible to redeploy them with other age groups or in work from which they are not disqualified subject to a risk assessment and guidance from the LADO (Local Authority Designated Officer).

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Disqualification by Association Statement.- EYFS and all staff who work with KS1 children

School	
Name of member of Staff: Post held:	
Schools which provide care for pupils under the age of 8 are required to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.	
A person may be disqualified through; <ul style="list-style-type: none"> <li>- having certain orders or other restrictions placed upon them</li> <li>- having committed certain offences</li> <li>- living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)</li> </ul>	
You are required to complete this form and sign the declaration below confirming that you are not disqualified under the Childcare Regulations from working in this school.	
Failure to complete and return the form will be regarded as a disciplinary matter which may result in dismissal and in the case of volunteers (where required to sign), may mean they can no longer work at the school.	
A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.	
<b>Orders or other restrictions</b>	<u>Yes/ No</u>
Have any orders or other determinations related to childcare been made in respect of you?	
Have any orders or other determinations related to childcare been made in respect of a child in your care?	
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? ( see Appendix 1)	
Are you barred from working with Children (Disclosure and Barring (DBS))?	
Are you prohibited from Teaching?	
<b>Specified and Statutory Offences</b>	
Have you been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of:	
Any offence against or involving a child? (A child is a person under the age of 18)?	

Any violent* or sexual offence against an adult? (*a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH)	
Any offence under the Sexual Offences Act?	
Any other relevant offence?	
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?  ( see Appendix 1 for Schedule 2 and Schedule 3 details)	
To the best of your knowledge, is anyone in your household* disqualified from working with children under the Regulations? (*household – includes family, lodgers, house-sharers, household employees )	
Does anyone in your household have an Order or Restriction against them or have they been cautioned, reprimanded, given a warning for or convicted of any offence.	
<p><b>Provision of Information</b></p> <p>Details of the order, restriction, conviction, caution etc.</p> <p>The date(s) of these</p> <p>The relevant court(s) or body(ies)</p> <p>You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.</p>	
<p><b>Declaration</b></p>	
<p>By signing this form, I confirm that the information provided is true to the best of my knowledge and that;</p> <ul style="list-style-type: none"> <li>• I understand my responsibilities to safeguard children.</li> <li>• I understand that I must notify my head teacher immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children</li> <li>• I have read, understand and agree to implement the school safeguarding and child protection policies and procedures</li> </ul>	
<u>Signed</u>	<u>Date</u>
<u>Signature of school representative checking form</u>	<u>Date</u>

### **Section 8 – Induction for New Staff**

- 8.1 All staff who are new to the school will receive induction training that will include the school’s safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first three months of employment between the new employee and the appropriate manager.

Created May ‘17	NB
Updated Whole School 1 <sup>st</sup> November 2017	V LOW