



Safer Recruitment and Selection Policy

This policy includes the Early Years Foundation Stage

Policy Reviewed: September 2020
Policy to be reviewed: September 2022

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1. Aims:

Longacre School (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School’s Application Form and recruitment process must be directed to the

HR & Compliance Officer.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

All checks will be made in advance of appointment or as soon as practicable after appointment.

2. Scope of the Policy:

The Safer Recruitment and Selection Policy applies to any individual working in any capacity at or visiting, the school. This includes:

- Teaching and Non-Teaching staff,
- Supply Teachers,
- Early Years Foundation Stage
- Contractors and other staff supplied by third parties
- Governors and other volunteers
- Visiting Speakers

The school recognises its commitments under:

- The Independent School Standard regulations
- The Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedom Act (2012)
- Working Together to Safeguard Children (2018) (WTSC)
- *Keeping Children Safe in Education (September 2020)* (KCSIE) and will comply with these regulations and statutory guidance.
- *The Prevent Order 2015*
- Prohibition from management of independent schools: s.128 checking for directions, (2015)

3. Legal Responsibilities and Equal Opportunities:

The School and its representatives have a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, age, sexual orientation, pregnancy, maternity, marriage and civil partnership, gender reassignment and religion or belief.

The Safer Recruitment policy is aimed at ensuring that the experience for all candidates is fair, non-discriminatory and that the chosen candidate is recruited on merit, ability and suitability for the post.

Selection decisions will be made in accordance with equality principles and the School will comply at all stages of the recruitment experience with its responsibilities under

- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Employment Equality Regulations (covering sexual orientation, religion or

belief, and age)

- The Equality Act (2010) including the School's responsibility for making reasonable adjustment for a successful candidate with a disability to take up their appointment.

This policy will be reviewed as and when required and updated to adhere to appropriate legislative changes and/ or statutory requirements regarding recruiting and safer recruitment.

4. The Recruitment Personnel:

Longacre recognises that its staff are its single most important resource. Therefore, recruitment and selection of all levels of staff are activities of major importance. Recruitment is not an isolated task but rather the beginning of the employment relationship.

All Staff involved in any level of recruitment or any stage of the process should ensure that:

- They act in accordance with the School's Safer Recruitment Policy;
- All appointments are made on merit, against objective criteria which are applied consistently across all candidates;
- Confidentiality is maintained at all times regarding candidates' details;
- The highest quality of teaching and support is provided to all children and young people;
- A favourable and positive image of the School is promoted through its Safer Recruitment and Selection activities.

Longacre prioritises the safeguarding and promotion of the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. This commitment is embedded in all our procedures and pre-employment checks.

At least one person who is responsible for interviewing applicants must have completed the Safer Recruitment training. In addition, at least one member of the Governing Board must have Safer Recruitment Training, as they will be required to be involved in the recruitment of SLT members. This means a recruitment panel must have at least one member who has completed the training. In addition, the person responsible for the school's recruitment processes must have completed this training.

The Head has the final say on all appointments, except those specifically identified by the Governing Body. The Head may delegate responsibility for finding the right candidate; however, they will normally meet the candidates when they attend for interview.

5. The Recruitment Process:

5.1 *Decision to Recruit:*

The Head and Bursar decides that a further member of staff is required. Consideration is given to the Safer Recruitment Checklist (**Appendix A**) which details the process to be followed.

5.2 Advertising the Role:

All posts will be appropriately advertised, including reference to the fact that Longacre School is committed to equal opportunities, and a reference to safeguarding and promoting the welfare of children and young as well as the requirement for completion of an Enhanced Criminal Records Bureau (DBS) check.

An advert will reflect the title of the role, requirements of the role, closing date and personnel to contact for further information.

Adverts and all recruitment materials will make clear the school's commitment to Safer Recruiting.

5.3 Application Pack:

On application, all candidates will receive an information pack consisting of the following:

- An Application Form
- Self-disclosure form
- Safeguarding statement
- The school's Safeguarding Policy
- Job Description outlining the requirements of the role
- Person Specification
- Equal Opportunities monitoring form
- Background information on Longacre School and the training and development available

Longacre will consider both internal and external candidates for advertised roles and applicants will be treated fairly and equally through the recruitment stages in accordance with the principles of this policy.

5.4 Application Process:

All candidates are required to complete an application form as Curriculum Vitae's will not be accepted as a replacement document.

The schools Application Form (**Appendix B**) will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, current address, NI number and evidence of eligibility to work in the UK;
- Full details of qualifications relevant to the position applied for including awarding body and date of award;
- Teachers will need to provide DfE number;
- Full employment history in chronological order showing employment, study,

voluntary work, with explanations for any periods not covered, and reasons for leaving employment;

- Declaration of any family or close relationship to existing or potential employees or employers;
- Details of at least two referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted;
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification;
- A self-disclosure form which outlines, confidentially, any disclosures as below:

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on the barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs. There will also be an explanation of the DBS checking requirements.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid-career moves from permanent to supply or temporary work. These will be documented on a covering sheet and discussed by all recruitment personnel to create the interview shortlist.

Shortlisted candidates will undergo a selection process to determine their suitability for employment, against objective criteria.

Short-listed candidates will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

5.5 References:

At least two written references are taken up before interview for shortlisted candidates, one of which must be from the candidate's current employer (if there is no current employer, verification of the most recent period of employment and reasons for leaving should be obtained), - unless the candidate withholds permission on the application form, so that any issues of concern can be explored further with the referee and taken up with the candidate at interview. References will be sought on all short-listed candidates before interview, *directly from the referee and must be supplied on the school's standard reference form (Appendix C)* which requires answers to specific questions. Open references, for example in the form of 'to whom it may concern' testimonials are not acceptable. References should be from a senior person with "appropriate authority" not a colleague.

If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying and space is given on the application form to do this.

If a candidate withholds permission without a valid reason, the invite to interview is

withdrawn and a further candidate will be invited to attend the shortlist process.

All written references should be checked by the Head to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification where applicable and as deemed appropriate and notes documented on the verbal reference form (**Appendix D**). They will also be compared for consistency with the information provided by the candidate on their application form and any discrepancies will be taken up with the candidate. Electronic references are always verified that they originate from a legitimate source.

Contact will always be made with the school (if applicable) at which the candidate last worked, if he or she is not currently working in a school, written verification confirming employment details and reasons for leaving will be requested.

References will specifically request reasons why the applicant should not be working with children.

Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously)

All notes written by interviewers will be kept with all paperwork for each recruitment exercise and feedback where agreed will be provided to unsuccessful candidates.

For internal candidates, confirmation of suitability will be sought, ideally from previous employers, but where they are un-contactable, from appropriate, senior colleagues internally.

5.6 Assessing Self-Disclosures

Self-disclosures should be considered immediately after shortlisting has been undertaken and should be conducted by two personnel involved in the recruitment process.

When assessing the self-disclosures, the following should be considered:

- The relevance, nature and seriousness of the offence
- Timescale: when was the offence(s) committed
- Repetition: did they occur more than once?
- Any mitigating circumstances
- Changes and remorse
- Country of conviction
- Decriminalisation

The personnel should decide whether to continue with the recruitment process, whether further information needs to be gathered prior to interview and what needs to be tested at interview where applicable.

5.7 Interviews:

The interviewers involved will be required to state any prior personal relationship or knowledge of the candidates and a judgement will be made as to whether or not an interviewer should withdraw from the panel. Should the chair have a conflict of interest, an appointed vice chair should decide whether the chair should withdraw from the panel.

Teaching posts:

- For Senior Leadership posts, the panel will include the Head and at least one member of the Board of Governors;
- For all Academic staff it would be usual for the Head and at least one other senior member of staff to be involved in the selection process, at least one of whom will have undergone accredited Safer Recruitment training;
- In most cases candidates will be required to teach one or two lessons, one pre-planned and a further 'on the spot' lesson;
- All candidates will have an opportunity to tour the school, meet other members of staff and ask questions of their choice. Candidates will be informed in advance of what will be required and at what stage during the interview process this will take place.

Non-teaching posts:

- The interview panel will comprise of the Head and appropriate Line Manager, one of whom has undergone accredited Safer Recruitment training;
- Dependent on the post, there may be a separate assessment of ability/skills required for the role;
- All candidates will have an opportunity to tour the school, meet other members of staff and ask questions of their choice. Candidates will be informed in advance of what will be required and at what stage during the interview process this will take place.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- Safeguarding and suitability to work with children;
- Previous working experience and motivation for applying for the role;
- The candidate's attitude towards children and young people;
- His/her ability to support the School's agenda for Safeguarding and promoting the welfare of children;
- Any gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- Whether the candidate wishes to declare anything in the light of the requirement for a DBS check e.g. their being subject to a prohibition order.

All reasonable travel expenses will be refunded, on request, within the UK unless the candidate refuses the post, if offered, without adequate reason. The School will not pay for travel to and from an interview from outside the UK unless express permission has been granted by the Head.

A written record of the interview will be kept on the staff member's file if successful. If the applicant is not successful they will be kept for 6 months and then destroyed.

Where possible, the successful candidate will be informed by telephone within 48 hours of the interview, usually by the Head (or someone delegated by him). After verbal acceptance of the post, a conditional letter of appointment is sent to the chosen candidate, along with a statement of the Terms and Conditions of Employment. The applicant will be required to accept the post and the related conditions in writing.

The HR & Compliance Officer will contact all other shortlisted applicants to inform them that they have been unsuccessful and give them the opportunity to request feedback.

6. Conditions of Appointment:

'Regulated Activity':

The appointment of the successful candidate will be provisional and subject to completion of pre-employment checks. The level of checks required will depend on the role and duties of an applicant to work in the school.

For most appointments the applicant will be engaged in a 'regulated activity' – that is if as a result of their work they:

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

Regulated activity includes:

- Regular 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,
- work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;
- work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not.

This includes:

- relevant personal care, or health care provided by or provided under the supervision of a health care professional;
- 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.

Pre-employment checks:

The range of checks the school will carry out is listed below though some categories do not apply to supervised volunteers and others not engaged in a regulated activity. Written and clear evidence of required and/or relevant qualifications.

- where relevant, proof of qualifications;
- the receipt of at least two satisfactory references. If a reference is taken over the phone, detailed notes will be taken by the Head, dated and signed on the appropriate form (***Appendix D***). A written reference will be taken immediately following the verbal reference;
- evidence of name, address and date of birth and proof of identity;
- proof of the right to work in the UK;
- evidence of checks provided by another country for an applicant who has worked abroad (if applicable);
- for those individuals from countries in the European Economic Area (EEA) who will be carrying out teaching work, a check must be carried out to ensure no sanction or restriction imposed by another EEA professional regulating authority;

Where a DBS check is not considered sufficient, the school will have regard for the Home Office guidance on what checks are available from different countries and foreign embassies. This will be done prior to the person starting work.

Additional checks will be obtained where a candidate has lived overseas for more than 3 months in their lifetime. Where a member of staff has worked in a school in the UK since moving from overseas, without going back overseas, it is not necessary to repeat the overseas checks.

- a check of the Barred List and a satisfactory DBS enhanced disclosure, completed as close to the appointment as possible;
- where required, a check of the Barred List prior to appointment. This must be undertaken in the event that:
 - a new disclosure is required but is not received in advance of a member of staff starting in regulated activity (see below);
 - a pre-existing enhanced DBS check is accepted under the 3-month rule;
 - a pre-existing enhanced DBS check without barring information is accepted from a candidate who subscribes to the update service.
- for teaching posts, verification of successful completion of statutory induction period (for those who obtained QTS after 7 May 1999) and
- for non-teaching posts, satisfactory completion of the probationary period
- if a candidate has changed his/her name by deed poll or any other mechanism – marriage, adoption, statutory declaration – he/she must provide documentary evidence of the change.
- a check of the DBS barred list and a satisfactory DBS enhanced disclosure being received and seen by the School immediately on receipt, normally prior to starting in post but in any event no later than 6 weeks from the DBS application date, unless otherwise agreed.

See Flowchart of DBS Checks (**Appendix E**). The school does not retain copies of the DBS certificates on file.

Members of staff may move between schools without requirement of subsequent schools to carry out further DBS checks unless they leave the school's workforce for three months or more. However, a check of the barred list must be done separately.

The School reserves the right to withdraw the offer of employment in cases where the DBS disclosure response is either not presented to the School by the successful candidate, or where there is an unresolved dispute with the DBS disclosure findings following DBS confirmation of its original findings.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

- A Disqualification declaration for those staff who are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.

This includes:

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; and

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, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

This means that staff employed who work in the following roles are not covered, i.e. staff who only provide education, childcare or supervised activity during school hours to children above reception age; or only provide childcare or supervised activities out of school hours for children who are aged 8 or over; and have no involvement in the management of relevant provision.

- for teaching posts and in some cases, Teaching Assistants and other support staff where they are deemed to be teaching children, a check to establish that the applicant is not the subject of a Prohibition Order
- a medical statement declaring fitness to undertake the role applied for, to confirm that the

employee knows of no reason, on grounds of mental or physical health why they should not be able to discharge the responsibilities required by the post.

- for any staff who are to be involved in management, a s. 128 check to ensure the applicant is not barred from taking part in the management of an independent school. The following staff are considered to be in management positions for the purpose of these checks:
 - The Head;
 - All staff on the Senior leadership Team (including non-teaching staff)
 - Teaching positions with departmental leadership

When applying for a DBS in application box 61, the position applied for is to be 'Child Workforce Management of Independent School'

For those not in regulated activity e.g. Governors, the prohibited list can be accessed via the NCTL using Secure Access.

Any concerns raised during the employment checks will be investigated and a written note kept on the employment file of the further investigation conducted and its conclusion.

All documentary evidence must be original and not a photocopy. Evidence of all checks is sought from supply agencies before any temporary member of staff commences employment.

Delayed Pre-employment checks:

Normally the successful candidate will not commence employment until all pre-employment checks have been completed and are satisfactory. In exceptional circumstances, employment may commence for a short period 'under supervision' based on business need and the completion of a risk assessment conducted by the Head and Bursar.

The following conditions must be met for this to be permitted:

- The appointment is not confirmed;
- The DBS application has been made;
- A barred list check has been undertaken before the employee starts work or where a portable disclosure is used;
- A prohibition check or s.128 check if applicable;
- Appropriate safeguarding and supervision arrangements have been documented and the person in questions has signed to confirm their understanding of these (evidence of this will be retained);
- The safeguarding and supervision arrangements are reviewed at least every two weeks.

Unsuccessful candidates will be informed by letter as soon as possible but in any case, within 7 working days after interviews have taken place.

Internal Appointments:

Applications for externally advertised posts are encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. For senior posts advertised within the School, the appointments procedure follows a similar pattern to that for external recruitment but minor internal appointments may be made without recourse to the interview procedure. Candidates successful in achieving an internal promotion to management level will be subject to a s.128 check.

7. Confirmation of appointment:

When all pre-employment checks have been completed satisfactorily, the offer of employment will be confirmed in writing.

Copies of identity documents, right to work in the UK, references and qualifications will be retained on the employee's file.

Candidates who are not able to satisfy the pre-employment checks will have their conditional offer of employment to the School withdrawn or will be subject to disciplinary action and potential dismissal for Gross Misconduct.

Any candidate who applies for a role in the school despite being on the Barred or Prohibited lists must be reported to the appropriate authorities at once.

8. Other Appointments:

Agency and third-party staff, visiting professionals

Longacre will obtain written notification from any agency or third party organisation that supplies staff to the school that the organisation has carried out **all** the checks on an individual who will be working at the school that the school would otherwise perform.

This must include, enhanced disclosure, right to work in the UK, qualifications, overseas checks, a barred list check and, if applicable a check on prohibition orders and prohibition from management, prior to appointing that individual. The school must see a DBS check, whether or not it discloses any information.

The agency should take up references, obtain a declaration of medical fitness, check employment history and if applicable, check whether the person is disqualified from childcare

The identity of the agency staff will be checked on arrival at the school to ensure that they are the same person on whom checks have been carried out.

Details of third party or supply agency notification are to be kept on the SCR.

Contractors' Staff

Contractors working at the school on a long-term basis will be subject to the same checks

as school staff with written confirmation supplied by the employing organisation. The school will carry out an identity check of such staff on arrival.

Where employees of contractors will have access to areas of the school where regular unsupervised contact with children is possible the school will require written confirmation that DBS checks have been undertaken by the contractor and will also carry out identity checks on arrival.

Where a contractor working regularly at the school is self-employed the school will obtain the appropriate level of DBS check.

Volunteers

The arrangements for volunteers will depend upon whether the volunteer is in regulated or unregulated activity.

Volunteers in a regulated activity must undergo the same checks as staff employed at the school. Volunteers in regulated activity will be required to complete an Application Form and two references will be taken. A DBS check will be completed but not a Barred List check. A full induction will be completed with specific focus on safeguarding.

Regular volunteers not engaged in a regulated activity, including those who are supervised at all times, will not require an enhanced DBS check.

'One-off' volunteers for day outings concerts etc. do not require vetting checks but must be supervised at all times by a suitably checked member of staff and may not undertake any kind of personal care of pupils.

Governors

Governors are volunteers and will be treated on the same basis as outlined above for other volunteers. The Chair of Governors will ensure that all governors are subject to an enhanced DBS check as part of the appointment process. If a governor will be engaged in a regulated activity a barred list check will also be requested.

The Chairman of Governors

The Chairman of Governors will be subject to the following checks by the Secretary of State for Education: (all checks will be completed in advance of the appointment or as soon as practicable after appointment)

- Enhanced DBS check;
- Confirmation of identity;
- Check on the right to work in the UK;
- Overseas and other checks as appropriate;
- Prohibition from Leadership and Management;
- Disqualification from childcare;
- Barred List check, if engaged in regulated activity.

It is the School's responsibility to inform the DfE of a change to the Chair so that checks can be made in advance of the appointment or as soon as practicable after the appointment. The Chair of Governors checks are not required to be recorded on the SCR.

Staff not in a regulated activity

Some staff may come onto the school staff on an infrequent basis to work under supervision – for example a visiting specialist running a workshop. Identity checks will be carried out when such staff arrive at the school.

Work Experience

A person supervising a child under 16 on a Work Experience placement may require barred list checks if the conditions for regulated activity are met. The duty here will be on the employer to complete these checks. A risk assessment will be undertaken.

Visiting Speakers

The school will act in accordance with The Prevent Duty 2015 and be mindful of the vulnerability of young people in relation to radicalisation. All visiting speakers will be checked for suitability and appropriately supervised.
See Visitor Protocol Policy.

9. Single Central Register:

The school will maintain a Single Central Register which records whether or not the following checks have been carried out and the dates on which these were completed:

- Identity check
- Barred list check
- Enhanced DBS check – see above for additional requirement for supply staff
- Prohibition from teaching check
- Prohibition from management check – all management positions including internal promotions
- Further overseas checks as appropriate (including EEA checks)
- Check of professional qualifications as appropriate
- Check on the right to work in the UK
- Employment history – application form/CV
- References
- Medical fitness declaration
- By Association declaration where applicable

The Single Central Register will include the following people:

- All staff including supply staff who work in the school; this means those providing education to children
- All others who work in regular contact with children in the school, including volunteers
- All members of the governing body

Appendix A: Safer Recruitment Checklist



LONGACRE SCHOOL

Recruitment Checklist

Candidate:

Position:

Start Date:

Part A: Application Stage:	Date Completed:	Completed by:
Recruitment pack sent (HR & Compliance Officer): (<i>Application Form; Self-disclosure form; school information; Equal Opportunities Form; safeguarding statement; Safeguarding Policy; Job Description; Person Specification; Covering Letter</i>)		
Application received and complete (HR & Compliance Officer):		
Self-disclosure form received and stored confidentially (HR & Compliance Officer):		
Comments Sheet Completed (Head):		
Proceed with recruitment? Yes/No:		
Part B: Recruitment Stage:		
Date of Longlist meeting:		
Invitation to Interview sent (HR & Compliance Officer):		
Candidate confirmed attendance:		
No: Rejection letter sent / Application rejected and filed:		
Yes: References Requested prior to Interview (Head):		
First Reference Received and accepted by Head:		
Phone confirm reference is written by person who has sent the e-mail (HR & Compliance Officer)		
Follow up verbal reference obtained: (if required) (Head):		
Second reference received and accepted by Head:		
Phone confirm reference is written by person who has sent the e-mail (HR & Compliance Officer)		
Follow up verbal reference received (if required) (Head):		
Original identity, including NI number & confirmation of address checked and copied at interview (HR & Compliance Officer):		
Relevant Qualifications checked and copied on interview day (HR & Compliance Officer):		
Right to work in the UK Checked (HR & Compliance Officer):		
Proceed with recruitment? Yes/No:		
Part C: Pre-Appointment Check Stage:		
No: Rejection letter sent / Application archived (HR & Compliance Officer):		
Yes: Conditional offer of employment made and sent (HR & Compliance Officer) (<i>Letter/Contract of Employment/DBS/Statement of Medical Fitness/Payroll Form, Job Description, By Association Declaration</i>)		
Date for DBS application (HR & Compliance Officer):		
DBS reference number received (HR & Compliance Officer):		
Original DBS certificate seen (HR & Compliance Officer & Head):		
The Barred List check completed, where relevant if DBS not received prior to start date (HR & Compliance Officer):		
Risk assessment completed if required (HR & Compliance Officer):		
Additional overseas checks complete if required (HR & Compliance Officer):		
EEA restriction check		
Signed Contract & Job Description received (HR & Compliance Officer):		
Signed Medical Statement received (HR & Compliance Officer):		

Longacre Payroll Form Received and given to Finance Director (HR & Compliance Officer):		
Prohibition Order Complete (HR & Compliance Officer):		
S. 128 Check complete if required (HR & Compliance Officer):		
Single Central Register completed (HR & Compliance Officer):		
Final confirmation letter sent confirming checks complete and acceptable (HR & Compliance Officer):		
Part D: Induction Stage		
Invitation to attend New Staff Induction (HR & Compliance Officer):		
Handbooks given at Induction day (New Staff Induction, Academic Handbook & Staff Handbook) (HR & Compliance Officer):		
Safeguarding Policy & Keeping Children Safe in Education Form signed and filed (HR & Compliance Officer):		
Staff Induction Completed (Head):		
<ul style="list-style-type: none"> • Health & Safety/Lone Worker/Fire Induction Completed (Finance Director): 		
<ul style="list-style-type: none"> • Safeguarding Training (DSL): 		
<ul style="list-style-type: none"> • IT Systems (IT Manager) 		
<ul style="list-style-type: none"> • Staff Behaviour Policy (Head) 		
<ul style="list-style-type: none"> • Pastoral Training (Deputy Head) 		
<ul style="list-style-type: none"> • Academic Information (Director of Studies) 		
<ul style="list-style-type: none"> • Pre-Prep Induction (Head of Pre-Prep) 		
<ul style="list-style-type: none"> • Prep Induction (Director of Studies) 		
<ul style="list-style-type: none"> • Key policies issued (Head) 		
Policy declaration signed (HR & Compliance Officer):		
Order name badge: HR & Compliance / Marketing Communications Manager		
Photo to be taken for website and board: Marketing Communications Manager		
Bio for the website: Marketing Communications Manager		
Pension Position – Inform Finance		
Get IT systems set up: IT Manager		
Engage profile set up: HR & Compliance Officer		

Appendix B: Application Form



Longacre School

Application Form for Employment

Position applying for:		
1. Personal details		
Title :	Forename(s):	Surname:
Address:		Former name: (including maiden name)
Postcode:		Preferred name:
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.		
Previous address:		Previous address:
Postcode:		Postcode:
Dates at this address:		Dates at this address:
Contact details Home telephone: _____ Email: _____ Mobile telephone: _____		

Work telephone: _____

2. General

Are you currently eligible for employment in the UK? Yes No

Do you have a current full UK driving licence Yes No

Do you have Qualified Teacher Status? Yes No

When would you be available to start employment? _____

Please provide full details of membership of any professional bodies

3. Academic Qualifications

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)
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Professional Development

Other vocational qualifications, skills or training

Name of Course (and award if gained)	Provider	Full time/Part time or Seconded	From	To

Outside Interests

4. Employment History

Please provide full details of all positions held and of all employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

Employer	Dates	Position held	Brief description of responsibilities	Reason for leaving
----------	-------	---------------	---------------------------------------	--------------------

Current Salary				
Salary (basic) if appropriate (Please indicate spine point)		Additions (Please indicate responsibility points, London Allowance etc and any other benefits)		
Total Salary				

5. Supporting Statement

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

6. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

7. Referees

Please provide at least two professional referees. One referee should be your current or most recent employer.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	
May we contact prior to interview? Yes / No		May we contact prior to interview? Yes / No	

8. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

9. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head. If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs All other spent convictions and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

<input type="checkbox"/> I have nothing to declare	<input type="checkbox"/> I enclose a confidential statement
--	---

(please delete as appropriate)

10. Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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

A copy of the School's Safer Recruitment Policy and Safeguarding Policy are available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file.

If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after one year.

11. Declaration

I declare that the information I have given in this Application Form is accurate and true.

I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____

Date: _____

Appendix C: Written Reference Form



Longacre School Confidential Reference Form

Candidate Name:	
Post Applied For:	
Referee Name & Position:	
BACKGROUND	
In what capacity do you know the Candidate and for how long:	
PERSONAL	
Please can you confirm the candidate's employment status and dates of employment:	
Please can you confirm their most recent role with you:	
Please can you confirm their current salary:	
Current and previous employers only	
DISCIPLINARY RECORD (Excluding Child Protection issues)	
(Current Employers Only) Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current? If YES, please give details.	YES / NO
(Previous Employers Only) Was the candidate undergoing any disciplinary procedures at the time of their resignation or termination? If YES, please give details.	YES / NO
CHILD PROTECTION Longacre is committed to safeguarding and promoting the welfare of children and young people, and expects all its employees to share this commitment.	
Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people, including where the disciplinary sanction has expired or where the	YES / NO

allegation was unfounded and/or no disciplinary sanctions were imposed? If YES, please give details.	
Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people? If YES, please give details, including whether the allegation or concern was investigated, the outcome, and how the matter was resolved.	YES / NO
Have there been any concerns about the candidate's behaviour towards children or young people? If YES please give details, including the outcome of those concerns and how the matter was resolved.	YES / NO
In summary, are you completely satisfied that the candidate is suitable to work with children? If NO, what are your concerns?	YES / NO
General Comments	
Confirm Reasons for Candidate leaving the role?	
Any additional information that you would like provide?	

Data Protection

The information that you provide on this form as a referee will be used to process the application for employment of the above named candidate. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process, but it may be disclosed in certain circumstances as required or permitted by law. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If the above named candidate succeeds in their application and takes up employment with the School, the information you provide may be retained during their employment to comply with legal or regulatory requirements.

We may check the information provided by you on this form with third parties.

I can confirm that this reference is accurate to the best of my knowledge, and understand that its factual details may be discussed with the applicant at interview.

Name in block letters:

--

Signed:

--

Date:

--

Organisation:

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Position:

Contact Tel No:

Please return to: applications@longacreschool.co.uk

Appendix D: Oral Reference Form



Longacre School

ORAL/TELEPHONE REFERENCE

Candidate Name:

Position Applied for:

--

Are there any disciplinary procedures which the candidate has been subject to in which the disciplinary sanction is current? If yes, what was the outcome?

Would you re-employ this person?

Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments which were made during the employment to enable the candidate to perform his/her duties.

SAFEGUARDING:

This reference form is designed in accordance with the requirements of the DSCF guidance: Safeguarding Children and Safer Recruitment in Education. Please use separate sheet if necessary

Has the candidate ever been the subject of any child protection allegations or concerns?

If yes, what was the outcome of the enquiry?

Do you consider the candidate a suitable person to work with children?

If no, why not?

Are you able to recommend the candidate without reservation?

If no, please state your concerns

They understand that:

- They have a responsibility to ensure that the reference is accurate and does not contain any misstatement or omission
- The relevant factual content of the reference may be discussed with the candidate.

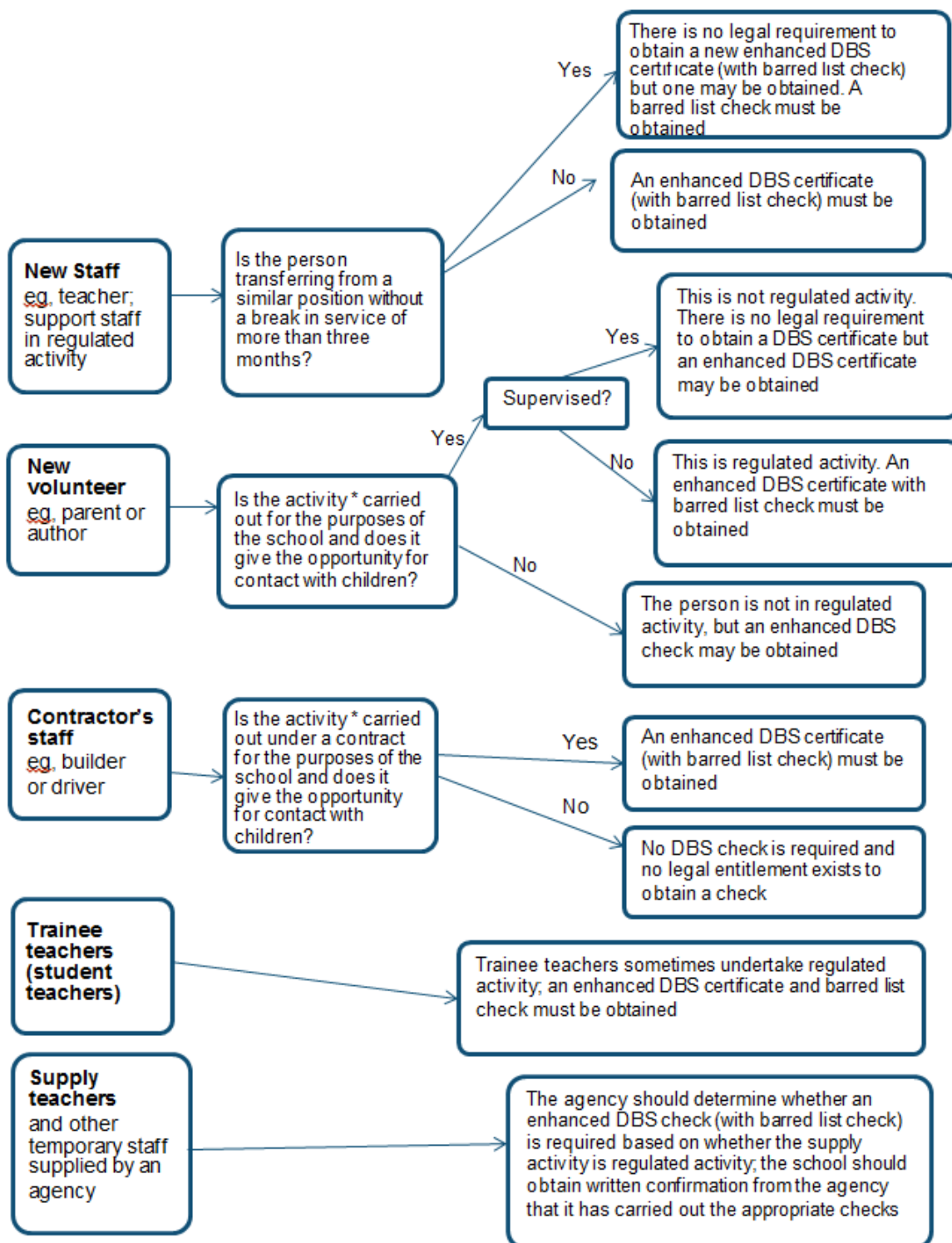
Signed:

Date:

Print name:

Position

Appendix E: Flowchart of DBS Checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

Appendix F: Safer recruitment and the SCR during COVID-19

The DfE has issued several pieces of guidance for schools during the COVID-19 lockdown period guidance. On 27 March 2020 the DfE published guidance entitled 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' (March Guidance). On 28 April 2020 it published 'Actions for schools during the coronavirus outbreak' (April Guidance). Both have sections on safer recruitment.

In relation to safer recruitment, the March Guidance states:

'If schools and colleges are recruiting new staff, they should continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE'

The safer recruitment position has not therefore changed and all required checks must still be completed at the relevant time. However, the way in which some checks are carried out have changed from a practical perspective during this period (see below).

The April Guidance states that due to social distancing schools 'it will not be possible for schools to hold face-to-face recruitment processes'. It recommends that interviews take place remotely, by telephone or video call, or be delayed where that is not possible. Schools will therefore need to consider how they adjust their HR process in order to continue meeting regulatory obligations.

It remains vital, however, that schools carry out a recruitment process that is no less thorough than before and that the aim remains to deter, identify and reject unsuitable applicants.

Maintaining the SCR during COVID-19

The March Guidance also confirms that it remains essential from a safeguarding perspective to maintain the SCR in accordance with existing regulatory obligations. Nothing has therefore changed with regard to the requirement to maintain the SCR or the way in which it should be completed.

Given that many schools are open for the children of key workers, and that some may have staff from other schools working on their site, the March Guidance states that it is essential that schools know who is on site on any given day, and that the appropriate checks have been carried out on those people. The Guidance also suggest that schools in this position may wish to use the SCR as a log to account for everyone who is on site on any given day, and to record details of risk assessment that have been carried out on any individual currently working at the school who is not a part of the usual staff body.

Inspections are of course suspended at the present time but they will resume in due course. The SCR will still be inspected and must therefore be kept up to date.

Carrying out pre-appointment checks during COVID-19

All the same checks must be carried out as were required prior to the closure of schools. In terms of the timing of checks, again the usual rules apply. This means that all checks must be completed before work commences, with the usual caveat relating to the DBS check continuing to apply.

From a practical perspective there has been some necessary change to the way in which some checks are carried out, on which we comment below:

- Identity checking

The DBS identity checking guidelines have been amended as a result of COVID-19.

The normal position under the DBS identity checking guidelines is:

- i. the identity checker for the school must examine the applicant's identity documents face-to-face with the applicant or via a video link; and
- ii. the identity checker must have sight of the **original** identity documents so they can be checked for indicators of fraud.

The COVID-19 position allows identity documents to be viewed over video link and the identity checker to view **scanned** images of the identity documents. The DBS say this route should only be used for urgent cases where the normal guidelines cannot be followed (although there is no detail on what amounts to an urgent case).

The amended DBS guidelines state that the employer must however see the original identity documents when the individual physically attends for their first day of work. Schools must not therefore forget to follow this up with the individual.

- Verifying right to work in the UK

Right to work checks continue to be necessary and it remains an offence to knowingly employ anyone who does not have the right to work in the UK. Again, however, there is an amended procedure in place for checking a person right to work status set out in government guidance called 'Coronavirus (COVID 19): right to work checks' (RTW Guidance).

The RTW Guidance states that employers must continue to check the prescribed documents (see the Home Office employer's 'Right to Work Checklist'). However, the way in which these documents are checked has been adjusted. As of 30 March 2020:

- checks can be carried out over video calls; and
- applicants can send scanned documents or a photo of documents.

Those checking right to work evidence in this way must date the document and mark it "*adjusted check undertaken on [insert date] due to COVID-19*".

We also advise that schools add the same note to the SCR where right to work checks have been undertaken using this temporary process.

After the lockdown period schools must re-check anyone appointed using the adjusted process within eight weeks of COVID-19 measures ending. Copies of the original documents must be taken, dated and retained. Checks carried out in the normal way during this period do not have to be re-done.

We advise that this practice of noting, and re-checking original documents once social distancing measures are relaxed, is also applied to identity checks undertaken using the temporary measure outlined above.

- Checking qualifications

Schools are likely to experience similar difficulties with seeing original documents when checking an applicant's qualifications. We therefore see no reason why

schools cannot see copies of documents to verify qualifications during the recruitment process provided they see the original documents at the earliest opportunity after the appointment has been made.

Again, if such measures are used we advise that the copy documents are dated and marked as being seen during COVID-10, with the same note being added to the SCR. When the original documents are eventually checked copies should be taken, dated and retained.

- References

Issues may be experienced when trying to obtain references if the school / previous employer is closed or the referee has been furloughed. In those circumstances schools must still try to obtain references and should ask the applicant to assist in this process. If a referee does not respond then alternative referees should be considered. Of course, Keeping Children Safe in Education (KCSIE) requires schools to obtain a reference from the current/most recent employer and the most recent employer where the applicant worked with children (if different). This may be difficult to achieve if the that employer is not responding to the reference request due for COVID-19 reasons.

References are required as part of having regard to KCSIE. Schools can, however, depart from KCSIE where there is good reason to do so. It may therefore be acceptable to permit an individual to start work if two references could not be obtained, or the most recent employer did not respond to a reference request, because of COVID-19. However, the school must still be able to decide that the individual is suitable to start work in the absence of two references. This decision would be based on all of the other suitability information obtained during the recruitment process and must be reasonable.

If schools allow work to start without having obtained two references due to COVID-19 they should document the difficulties in a file note and add a note to the SCR. As restrictions ease best practice would be to try to obtain any references that are missing even if work has already commenced.

- Overseas checks

Similarly, it may prove difficult to obtain overseas checks for an individual due to the lockdown measures in place in a particular country. The requirement on schools is to carry out such overseas checks as the proprietor considers appropriate. Schools may be able to decide that a person is suitable to start work in the absence of overseas check but, again, that decision must be reasonable and evidence based. Best practice would be to continue trying to obtain overseas checks once restrictions ease, even if work has commenced. Again, a file note explaining the difficulties experienced should be retained on file and be added to the SCR.

- All other checks

All other checks are still required and there are no temporary measures in place relating to them. Those checks which can be carried out on-line, such as the DBS check, Children's Barred List check and prohibition checks will continue to be carried

out in that way. There will be no excuse for failing to undertake them in advance of work commencing.

Offers of employment

Given the current circumstances schools may be reviewing whether they can proceed with all scheduled appointments. There is no obligation to do so but whether an offer of employment can be withdrawn, or whether notice of termination would have to be given (and paid), will depend on the terms of the offer of employment and the reason why the school does not wish to proceed.

In accordance with KCSIE, any offer of employment must be conditional upon satisfactory completion of all pre-appointment checks. Provided the offer is conditional in this way, and the reason for withdrawing the offer is because one or more checks has not been completed, then the offer can be rescinded without the need to make a payment in lieu of notice.

If the offer of employment is not conditional, or all the conditions of that offer have been satisfied, then the applicant will be entitled to work, or be paid for, the contractual notice period. Rescinding an offer due to a change in circumstances attributable to COVID-19 does not change this position.

Summary

Schools must try to continue recruiting staff in the same way as they did before COVID-19. Of course, there will be practical barriers to doing so but schools must still take reasonable evidence-based decisions on suitability. COVID-19 may give schools some latitude to allow work to commence before all checks are completed but this should be the exception rather than the rule. A suitable risk assessment must be carried out and retained for any person starting work in such circumstances.

Schools will also have to consider how they ensure that all the information gathered from the recruitment process is entered onto the SCR if staff who are responsible for this are working from home or have been furloughed.

Inspections will of course resume in due course and schools must continue to prepare for inspection as they did prior to COVID-19. Whilst it is hoped that inspectors will be permitted to allow some latitude to staff appointments made during this time that cannot be assumed. Schools must therefore do all they reasonably can to ensure they continue to recruit safely and in accordance with regulatory requirements.