



# PRESTFELDE

## Recruitment, Selection and Disclosures Policy and Procedure

Summer 2019  
(from ISBA April 2019)

### References

ISI Commentary on the Regulatory Requirements September, 2019

DfE Statutory Guidance 'Keeping Children Safe in Education', September 2016:  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### **1. General**

Prestfelde 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 Bursar in the first instance.

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 this Policy**

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

*Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer*

*In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts requires identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff.*

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure - renewed every 3 years, right to work in the UK, barred list/list 99, prohibition, qualifications, overseas checks plus in line with KCSIE two references, declaration of medical fitness, check of previous employment history. The Single Central Register shows these checks have been made and the School carries out its own identity check and has a copy of the disclosure.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks. If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

### **3. Advertising**

Once the need for an appointment has been identified the school will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the School and the post. Potential candidates will find a candidate information pack on the website which will contain the following:

- If necessary, a brief letter from the Head/Bursar. This will include details of how to apply for the post (e.g. what is required in a letter) and the closing date
- Details of the post
- A Job Description and Person Specification
- Information about the School
- An Application Form

### **4. Application Form**

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head (Academic staff) /Bursar (Non-academic staff). If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head/Bursar (as appropriate) for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, 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.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/384712/DBS\\_referals\\_guide\\_-\\_relevant\\_offences\\_v2.4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referals_guide_-_relevant_offences_v2.4.pdf)).

The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The Disqualification under the Childcare Act 2006 (June 2016) applies to those providing early years childcare or later years' childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School and their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Bursar for more details.

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

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment [more guidance for schools from the DfE on this can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

## **5. Invitation to Interview**

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. The invitation will explain what they need to do in preparation including bringing appropriate documentation so that a DBS check can be initiated for the successful candidate.

All formal interviews will have a panel of at least two people chaired by the Head, Bursar or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring as appropriate the following identification documents with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## 6. Selection Procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction by the Head/Bursar and – at some stage for teachers – a tour of the School. Candidates also will need the opportunity to find out about the post and the team they will be working with. One of the interviewers should be Safer Recruitment qualified.

A variety of selection procedures will be used, for example:

- Interviews
- Teaching a lesson. This provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place, something as simple as a discussion between the candidate and a group of pupils can provide useful insights.
- In-tray exercises. These show how effectively candidates can organise their work and communicate in writing. Time needs to be set aside later in the day for their work to be scrutinised.
- The final interview will take place later in the day and will involve the key members of the appointment team. The final interview panel will receive feedback from each of the various selection activities that have taken place and then proceed to agree questions for the final interview.

Questions and tasks for all these activities need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day. Certainly any gaps in employment history must be questioned (safer-recruitment requirement).

## **7. Conditional Offer of Appointment: Pre-Appointment Checks**

Taking all the evidence gathered the panel makes its choice. The unsuccessful candidates are informed and where appropriate offered a debrief on their performance. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer – this will include reference to being conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:  
Planning and preparing lessons and courses for pupils  
Delivering and preparing lessons to pupils  
Assessing the development, progress and attainment of pupils  
Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
8. Satisfactory medical fitness through the use of a questionnaire or/and medical;
9. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016);
10. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and
11. For a candidate that has lived or worked outside the UK, an EEA check using the NCTL Teacher Services system for information about any teacher sanction or restriction.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. 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 workload, extra-curricular activities, layout of the School.

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.

The successful candidate must respond in writing. A contract will be issued in due course.

An induction programme is compiled by the relevant member of staff which will include ensuring the appointee understands the School's safeguarding procedures. Training will be provided where gaps have been identified.

## **8. References**

The School will seek the references referred to in section **7** above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. 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.

The School will ask all referees if the candidate is suitable to work with children, the candidate's suitability for the post, attendance, health and punctuality, whether there are any outstanding disciplinary issues, whether the referee recommends them for the post – without reservation, with reservation or not at all.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

## **9. Criminal Records Policy**

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the school will accept a check from another educational institution which are as follows:

Where the new member of staff ("M") has worked in: -

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons, during a period which ended not more than three months before M's appointment.

In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

## **DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

### **If disclosure is delayed**

A short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
- The person in question is informed what these safeguards are; and
- It is recommended, but not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

## **10. Retention and Security of Records**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

## **11. Monitoring, evaluation & review**

Annex A is a recruitment checklist to use to ensure all the relevant safeguarding and other procedures have been followed

The School will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, pupils, governors and candidates – how they can be improved.

## **12. Responsibilities**

- The Head – oversight of the policy and its implementation with the assistance of the Bursar.
- HR Clerk – For Administration of all SCR Checks.
- Head's PA – to support HR Clerk with collection of documentation for DBS checks.



## ANNEXES

- A. Recruitment Checklist.
- B. Safeguarding Statement and Advertisement Example
- C. Template Letter in Response to Expression of Interest
- D. Application Form
- E. Invitation to Interview Template
- F. Confidential Reference Request Form
- G. Interview Checklist
- H. Offer of Post
- I. Pre-Employment Health Questionnaire
- J. Staff Suitability Self-Declaration Form
- K. Policy on the Recruitment of Ex-Offenders
- L. Equal Opportunities Monitoring Form
- M. Risk Assessment Form

DATE: Summer 2017 REVIEW DATE: Summer 2018

REVIEW BY: Bursar

## Annex A

### RECRUITMENT CHECKLIST

Action	Date	Completed by (please initial)		
<p>The school's statement of commitment to safeguarding children and young people is shown in:</p> <ul style="list-style-type: none"> <li>• The advertisement</li> <li>• Website recruitment page</li> <li>• Candidate information pack</li> <li>• Job description &amp; person specifications</li> <li>• Invitation to interview</li> </ul>				
Advertisement placed				
<p>Sent to Applicant (or on website):</p> <ul style="list-style-type: none"> <li>- Application form</li> <li>- Equal Opportunities Monitoring form</li> <li>- Job description</li> <li>- Person specification</li> <li>- Child Protection Policy Statement</li> <li>- Application and Recruitment Process explanatory note</li> </ul>				
<p>Received from Applicant:</p> <ul style="list-style-type: none"> <li>- Completed Application form</li> </ul>				
Barred List (List 99) Check Completed				
Letter Invitation to Interview				
At least two reference requests sent				
References followed up over telephone (including school where last worked)				
Interview with written outcome				

Record kept of reasons for any gaps in employment		
Identification documents received (including name, address and DOB) (please copy and place on file)		
Evidence of right to work in UK		
Qualifications – incl as appropriate DFES/DoE registration number and evidence of qualified teacher status		
Rejection letter sent		
Conditional offer made Sent to Applicant - DBS Disclosure form - Contract of Employment - Health Declaration & Questionnaire - Self-Certification Form (re Prohibition by association)		
Health Declaration signed		
Health Questionnaire		
Health enquiries made of referees		
DBS check received and satisfactory		
Barred list check received and satisfactory (where appropriate)		
If the candidate is undertaking a leadership role, evidence that the candidate is not prohibited from participating in the management of independent schools.		
EEA Check for individuals who have lived or worked overseas		
Prohibition Order check (for a candidate to be employed as a teacher).		
Self-certification Form signed and satisfactory.		
Evidence of overseas criminal records checks for applicants who have worked/lived abroad		
Check single central register completed		

File Complete: Signed Head/Bursar:

Date:

## SAFEGUARDING STATEMENT AND ADVERTISEMENT EXAMPLE

The following wording is to be used in all literature pertaining to recruitment:

*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. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*



## PRESTFELDE

London Road, Shrewsbury, SY2 6NZ  
IAPS, Independent,  
Co-Educational Day & weekly Boarding School  
with 300 Pupils aged 3-13

### **ACCOUNTS MANAGER**

**Full time: Monday – Friday 08:45 – 16:45**

**Salary: £26,000 - £30,000 depending on experience and qualifications**

**Required start date: ASAP (for appropriate handover to take place)**

We are seeking a highly numerate, reliable, and enthusiastic person to be the Accounts Manager for this wonderful School. The role has responsibility for accounting functions and reports to the Bursar.

A comprehensive job description together with the application form can be obtained from the School's website [www.prestfelde.co.uk](http://www.prestfelde.co.uk) under Current Information/Staff Vacancies.

Essential Experience: Accounts preparation and payroll.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.

Please send completed application forms to Ms Claire Balmond at [cbalmond@prestfelde.co.uk](mailto:cbalmond@prestfelde.co.uk).



*Prestfelde School is a registered charity and a  
member of the Woodard Corporation.  
Registered Charity No. 1102931*

**TEMPLATE LETTER IN RESPONSE TO EXPRESSION OF INTEREST**

Dear {}

Thank you for your expression of interest in the position of {} at Prestfelde School

Please find enclosed:

- The Application Form and explanatory notes about completing the form and the recruitment process.
- A Job Description and Person Specification.
- Equal opportunities monitoring form.
- The School's Child Protection Policy Statement.

To be considered for the post please return the completed Application Form, no later than {date}. We expect to be calling candidates to interview from/on {date}.

If you have a disability and need any assistance with the application process, or require the Application Form in large font please contact {} who will be happy to help with this. [***Please note that where possible it would be better for this to be directed to an individual not involved in the recruitment decisions***]

If you have any questions or would like any further information about the position please feel free to contact me.

Yours sincerely

## APPLICATION FORM AND EXPLANATORY NOTES

### Application Form

1. Candidates should complete the enclosed application form in full. If you would like to submit a CV you may do so, but you must complete every section on the application form.
2. As part of the application process please provide a photocopy of your driving licence/ passport for identification purposes. This should be attached to your application form.
3. Candidates should be aware that all posts in the school involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate (DBS), previously known as CRB.
5. We will seek references on shortlisted candidates and may approach any previous employer(s) for information to verify particular experience or qualifications.
6. If you are currently working with children, on either a paid or voluntary basis, your current, or most recent employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.
7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or The Children's Safeguarding Operation Unit.

### Conditional Offer of Appointment – Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received), one of whom should be an up-to-date employer referee, i.e. current or most recent employer;
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or living in the same household where another person who is disqualified lives or works (the disqualification 'by association' aspect will be verified by self-certification);
5. All those in management/governance position require prohibition from management check iaw DfE direction 11 Aug 15.
6. Verification of professional qualifications, where appropriate including DfES/DoE number;
7. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
8. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered; and
9. Satisfactory medical fitness.



PRIVATE AND CONFIDENTIAL

PRESTFELDE

## Application for employment

(To be completed in applicant's own handwriting or online & submitted with your letter of application)  
If you require more space for any section, please continue on a separate sheet and attach to this form.

Position applied for and start date:			
<b>Personal Information</b>			
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:	
Length of time at address:		Length of time at address:	
Contact details			
Home telephone: _____		Email: _____	
Mobile telephone: _____			
Work telephone: _____			
If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.			
2. General			

Do you have Qualified Teacher Status? Yes  No

Are you registered with the GTC? (if applicable) Yes  No

Please provide your Department of Education reference number (if applicable):  
(or overseas equivalent with name and address of regulatory body)

Please provide full details of membership of any professional bodies:

[Do you have a current full UK driving licence Yes  No  Vehicle Classification: ]

Nationality:

Permission to work in the UK / Sponsorship required (Non-EU applicants please delete as applicable)

For safeguarding purposes:

Date of birth:

National Insurance Number:

### 3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications:

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

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Professional Development



Long Courses (Attended during the last 3 years)

Name of Course (and award if gained)	Provider	F-time/P-time or Seconded	From	To

Short Courses (Attended during the last 3 years)

Name of Course	Provider	F-time/P-time or Seconded	From	To

Outside Interests

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

4. Further Education and Career History

Please provide full details of all positions held and of all training/further education, 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/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Current Salary	
Salary (basic) if appropriate (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc)
Total Salary	
Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.	
If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.	
5. 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.	

--

6. 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	

7. 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.

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.

By signing the application form you consent to the processing of sensitive personal data.

8. Medical Statement

Are there any reasonable adjustments which we would make if you are selected for interview?

You confirm: (i) you know of no reasons, on grounds of mental or physical health, why you should not be able to discharge the responsibilities required by the post in question; (ii) you understand that any offer of employment made by the school will be conditional on verification of medical fitness and that the completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and support posts in the school.

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

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 or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] 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/db](http://www.gov.uk/db)

You should be aware that the School will institute its own checks on successful applicants for short listing 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.

I have nothing to declare  
(please delete as appropriate)

I enclose a confidential statement

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:

Please return your completed application form to: \_\_\_\_\_

## **INVITATION TO INTERVIEW**

Dear [name]

Thank you for your application for the post of [position applied for].

I confirm that we would like you to attend an interview for this post on [date] at [place] at [time].

The interview will be conducted by [names of interviewers].

Please bring with you verification of your name and address which may be from any of the following documents. Only originals will be accepted.

- A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
- A utility bill or financial statement showing your current name and address;
- Where appropriate any documentation evidencing a change of name;
- If you are not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

The School normally takes up references prior to interview. If you do not want us to contact your current employer at the present time, please inform us as soon as possible. If we do not hear from you by [date] we will proceed with the reference request.

If you are disabled and need any adjustments for the interview [or any assessment process] please contact {insert name, ideally someone who is not involved in the recruitment decision}.

If you have any queries regarding the interview, please contact me.

Yours sincerely

**CONFIDENTIAL REFERENCE REQUEST FOR [INSERT CANDIDATE'S NAME]**

Position applied for
----------------------

Background	
Please confirm how long you have known the candidate and in what capacity.	
Personal	
Candidate's current position.	
Please confirm the dates of the candidate's employment with you (month and year).	Employment commenced:  Employment ended:
Please confirm the reason for the termination of the candidate's employment. If the candidate was dismissed please confirm the reason for the dismissal and the surrounding circumstances.	
Please detail the key areas including duties and responsibilities undertaken by the candidate.	
During his or her employment did the candidate perform his or her duties to your satisfaction?  If you were dissatisfied, please explain the reasons for your dissatisfaction.	

During his or her employment did the candidate communicate well with colleagues and parents in a professional manner?	
Current Salary (or salary at the end of employment).	

Suitability for the Post	
Do you believe that the candidate is suitable to undertake this position?  If you do not consider the candidate to be suitable, please elaborate.	

Suitability to work with Children	
Are you completely satisfied that the candidate is suitable to work with children?	
If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?	
Please confirm if the candidate has been subject to any disciplinary procedures where the disciplinary sanction remains current.  If yes please give details.	
Have there been any concerns about the candidate's behaviour towards children or young people?	



<p>If so please give details, including the outcome of those concerns and how the matter was resolved.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer <i>Not Applicable</i>.</p>	
<p>Please confirm if you would re-employ the candidate.</p> <p>If no, please explain why not.</p>	

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to Prestfelde School by [insert date], [in the enclosed SAE]

**Note - questions about sickness and absence rates should be removed from the reference requests made prior to job offer. These enquiries can be made following the job offer.**

**INTERVIEW CHECKLIST**

Name of Candidate: \_\_\_\_\_

Position applied for: \_\_\_\_\_

**1. Personal Information**

Please note only originals can be accepted.

	Document provided	Seen by (initial)
Current driving licence with a photograph or a passport or a full birth certificate		
Utility or bank or building society statement stating the candidate's name and address		
Any document relevant to a change of name		
Proof of entitlement to work in the UK		

**2. Person Specification**

Adapt to the position applied for

	Standard required	Comments
Qualification relevant to position applied for		
Work experience relevant to the position applied for		

Communication skills		
Evidence of planning and preparation for lessons		
Management skills		
Subject knowledge including level of experience		
Appearance at interview (appropriate for interview and position applied for, smart, cleanliness)		
Attitude towards children and young people		
Gaps in the candidate's history		

Discrepancies with the information provided		
Ability to support agenda for safeguarding and providing welfare of children		
Requirement of DBS disclosure and anything to declare		
Any additional relevant qualification or information		

**CONFIDENTIAL OFFER OF POST**

Dear {}

Thank you for attending the interview for the post of [position applied for].

I am delighted to confirm that subject to the appropriate checks, the School wishes to offer you employment as a [position] with effect from [date]. The salary for this post is [£amount]. All other terms are in accordance with the enclosed contract of employment.

This offer is conditional upon the following:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that the candidate is not subject to any teacher sanction or restriction;
6. Satisfactory medical fitness;
7. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the under the Disqualification under the Childcare Act 2006 (June 2016);
8. If relevant, evidence that you have not been prohibited from participating in the management of independent schools; and
9. Confirmation that you have read Part 1 of the latest KCSIE.

The position is subject to satisfactory completion of the probationary period.

I enclose two copies of your contract of employment, together with a medical questionnaire and the paperwork for your DBS check. I would be grateful if you would complete and sign a copy of your contract and return to me as soon as possible.

I should like to take this opportunity to welcome you to the School. I look forward to a long and successful relationship.

If you have any queries, please contact me.

Yours sincerely

Note - only to be used after a conditional offer has been made

**PRE-EMPLOYMENT HEALTH QUESTIONNAIRE - STRICTLY CONFIDENTIAL**

CONFIDENTIAL MEDICAL QUESTIONNAIRE FOR STAFF WHO HAVE RECEIVED A CONDITIONAL OFFER FOR THE POST OF [ \_\_\_\_\_ ] [1]

STRICTLY CONFIDENTIAL

Please provide information relating to your state of health by fully completing the sections below. Please do not leave any blank spaces on the form, even if it means answering 'not applicable'.

The information provided will be treated in strict confidence between the School and its medical advisers which may include the School doctor and/or occupational health adviser. The confidential pre-employment questionnaire is attached. All completed questionnaires are placed in a sealed envelope and stored securely in the individual's personal file.

A disability or health problem does not preclude consideration for employment. Prestfelde School is an equal opportunities employer and will only take this information into account when considering adjustments necessary to enable you to achieve normal job performance.

As a result of the information provided you might be asked to see a doctor for a medical examination subject to the Access to Medical Reports Act 1988. The School will reimburse any cost charged by the doctor.

PLEASE COMPLETE IN CAPITAL LETTERS			
Title:	Forename:	Surname:	
Current address:		Postcode:	
		Sex:	

Contact details:

Home telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Position applied for:	
Name of GP:	Address of GP:
Telephone No.	

<p>Medical History</p> <p>Please complete the following questions by ticking the appropriate box. If the answer is 'yes', give details including (a) date, (b) amount of time lost from work, (c) treatment, as appropriate.</p> <p>Have you ever suffered from any of the following illnesses?</p>			
	Yes	No	If yes, please give details
Visual defects/eye conditions (including colour-blindness)			
Hearing defects/ear conditions			
Severe anxiety, depression, other psychiatric disorder			
Paralysis or other neurological disorder			
Fainting attacks, blackouts, epilepsy or fits			
Recurrent headaches, migraine			
Vertigo, giddiness or tinnitus			
Heart disease, high blood pressure			
Asthma, bronchitis, tuberculosis or other chest disease			
Peptic ulcer or other digestive or bowel disorder			
Liver disorder			
Kidney or bladder problems			
Gynaecological problems			
Recurrent backache, arthritis, rheumatism			

Any blood disorder			
Eczema, dermatitis, other skin conditions			
Diabetes, thyroid or other gland problems			
Hay fever, allergies to drugs, animals etc			
Any recurrent infections			
Any impairment of immunity to infection			
	Yes	No	If yes, please give details
Varicose veins causing trouble			
Hernia			
Any alcohol or drug related problems or illness			
Any other medical condition, physical or mental, not mentioned above			

Have you:	Yes	No	If yes, please give details
Ever undergone a surgical operation or been admitted to hospital for any reason?			
Had more than 20 days' sickness absence in the past 2 years?			
Ever been, or are a Registered Disabled Person?			
Received a Disability Pension?			
Suffered from an Industrial Disease/Accident?			
Had a chest X-ray in the past 12 months - if so state place/date/result			

Present Health Status			
	Yes	No	If yes, please give details



Are you currently attending a doctor?			
Are you at present on any medication or treatment prescribed by a doctor?			
Are you a smoker? If so please give details			
Do you have any eyesight defects other than those corrected by glasses?			
Do you have any hearing problems?			
Do you have any defect of speech or communication problem?			
Do you have any physical disability necessitating special aids, or requirements for access to premises?			
Do you have any other relevant health problems?			

<p>Workplace Adjustments</p> <p>The School is committed to supporting individuals with disabilities that may affect them at work in accordance with our duties under Equality Act 2010 (EA).</p>	
<p>Do you feel that you have any condition that may constitute a disability under the EA and which may affect your ability to do this job e.g. mobility, physical strength or stamina, sight, hearing, speech, mental illness / impairment etc?</p> <p>If yes, please provide details of any adjustment which may enable you to carry out the role.</p>	<p><input type="checkbox"/>Yes      <input type="checkbox"/>No</p>

<p>Declaration</p> <p>To the best of my knowledge and belief the above information is correct. I believe that I am sufficiently fit and well to undertake employment at the School. I understand that I may be required to attend a medical examination. I understand that if I am appointed, a failure to disclose relevant information or giving false or misleading information may result in termination of my employment.</p> <p>Signature _____ Date _____</p> <p>Name: _____ (Please print)</p>
--

---

[1] Source: Fitness to Teach Guidance for Employers and Initial Teacher Training 2007  
[www.teachernet.gov.uk](http://www.teachernet.gov.uk)



# PRESTFELDE

## STAFF SUITABILITY SELF-DECLARATION FORM

Please note that legislation and inspection criteria change regularly to reflect new procedures, this form is, therefore, subject to update.

### Staff Suitability Declaration

*This form is to be completed by all staff as part of the pre-employment checks. All staff are required to complete this form annually.*

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please respond to the questions listed below and sign the declaration to confirm that you are safe to work with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Head. Please tick yes or no against each point.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence <b>since the date of your most recent enhanced DBS disclosure?</b>	Yes	No
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence <b>either before or during your employment at this school?</b>	Yes	No

Are you 'Disqualified from Caring for Children'?	Yes	No
Have you committed any offences against a child?	Yes	No

Have you committed any offences against an adult (eg. Rape, murder, indecent assault, actual bodily harm, etc.)?	Yes	No
Have you been barred from working with children (DBS)?	Yes	No
Are you living with someone who has been barred from working with children (DBS)?	Yes	No
Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?	Yes	No
Have your own children been taken into care?	Yes	No
Have/Are your own children the subject of a child protection order?	Yes	No
If you have answered 'yes' to any of the above, please provide further information below:		
<p>I understand my responsibility to safeguard children, and I am aware that I must notify the Head immediately of anything that may affect my suitability to work with children. I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.</p> <p>I confirm that I am not living with a person who has been disqualified from working with children.</p> <p>I will ensure that I notify my employer immediately if I live with a person who has been disqualified from working with children.</p>		
Signed .....		Date .....

## Policy on the Recruitment of Ex-Offenders

### **Policy on the Recruitment of Ex-Offenders**

The School will not unfairly discriminate against any candidate 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 individual 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 set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016), whether by association, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- 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, 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.

**EQUAL OPPORTUNITIES MONITORING FORM**

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application.

Prestfelde School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence.

Please complete the form as you feel is most appropriate for you.

Position applied for: \_\_\_\_\_

**White:**

British  Any other white background\*

**Mixed:**

White and Black Caribbean  White and Black African  White and Asian

Any other mixed background\*

**Black or Black British:**

Caribbean  African  Any other Black background\*

**Asian or Asian British:**

Indian  Pakistani  Bangladeshi

Any other Asian background\*

**Chinese or other Ethnic Group:**  Chinese  Other Ethnic Group\*

\*Please specify

Gender: Please specify

Date of Birth

Do you consider yourself to have a disability:

Yes      No

If yes, please state nature of disability:

The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference:



# PRESTFELDE

## RISK ASSESSMENT

This Risk Assessment must be completed for any applicant working within the school that is either waiting for DBS Clearance to be obtained or where any of the checks under Part 4 of the ISI Regulatory Requirements have not been completed prior to the applicant's start date.

In accordance with Section 218 and Section 221 of the Regulations, an applicant will not be allowed to start work at the school unless the DBS Application Form has been sent off and all other documentation requirements (including Barred List / List 99 check) completed.

The Risk Assessment must be signed by the Head or, failing that, the Deputy Heads of School / Managers (and countersigned by the Head) responsible for the applicant.

APPLICANT'S DETAILS	
NAME	
JOB TITLE	
MANAGER	
START DATE	

SINGLE CENTRAL REGISTER CHECKLIST	
REGULATORY REQUIREMENT	REQUIREMENT SATISFIED – YES / NO / N/A
Academic Qualifications	
Identity	
CV / Application Form	
Disqualification by Association	
DBS	
Barred List / List 99	
Medical Fitness	
Overseas	
Prohibition Order	
References	
Right to Work in the UK	
Prohibition from Management - S.128	
Previous Employment History	
EEA Check	



<b>REASONS FOR NON-COMPLIANCE</b>

<b>QUALIFIED / POTENTIAL RISKS</b>	<b>STEPS / MEASURES TAKEN TO SAFEGUARD AGAINST SUCH RISKS</b>



# PRESTFELDE

## AUTHORISATION

Having completed the Risk Assessment above, even though all the required criteria cannot be met at this time, I am satisfied that it is appropriate for this individual to take up their duties within the school as per the terms of this Risk Assessment.

RISK ASSESSMENT REVIEW		
DATE OF REVIEW	SIGNATURE OF REVIEWER	SIGNATURE OF REVIEWEE

Manager's Signature: .....

Position: .....

Date: .....

Head's signature: .....

Date: .....

**POLICY REVIEW**

APPROVED DATE	June, 2017 – Council Meeting 29 June, 2017		
REVIEW DATE	Summer, 2018		
SIGNED HEAD DATE	Signed copy retained by Bursar	PRINT NAME	FIONA ORCHARD
SIGNED CHAIR OF GOVERNORS DATE	Signed copy retained by Bursar	PRINT NAME	STUART HAY
SIGNED SAFEGUARDING GOVERNOR DATE	Signed copy retained by Bursar	PRINT NAME	GORDON WOODS