



Cedars Manor School



Safer Recruitment Policy

Article 2: The Convention applies to all children, whatever their race, religion or abilities; whatever they think or say, whatever type of family they come from.

Article 3: The best interests of children must be the primary concern in making decisions that may affect them.

Approved by:	Governing Body	Date:
Last reviewed on:	March 2026	
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1. Introduction and scope

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children and young people in education. This school is committed to safeguarding and promoting the welfare of the pupils in its care and expects all staff and volunteers to share this commitment.

2. Scope and Objectives

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

- attract the best possible applicants to vacancies on the basis of their merit, abilities and suitability
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people

The objectives of this policy are as follows:

- to ensure that all applicants are considered equally and consistently to ensure that no applicant is treated unfairly on any grounds and specifically any protected characteristics as outlined in the Equality Act 2010 to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping children safe in education (KCSIE), the Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Services (DBS)
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

3. Roles and Responsibilities

3.1. Governing Body

- to ensure the school has effective policies and procedures in place for the recruitment of staff and volunteers in accordance with the DfE guidance and legal requirements
- to monitor compliance with the above policies

3.2. Headteacher/SLT

- to ensure the school operates safe recruitment practices and makes sure appropriate checks are carried out on all staff and volunteers
- to monitor contractor and agency compliance with this document to promote the safeguarding of children and young people at every stage of the recruitment process.

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4. Recruitment and Selection Process

4.1. Recruitment Panels

In accordance with KCSIE, the school ensures that at least one member of any interview panel has undertaken Safer Recruitment training and has kept this training up to date.

4.2. Adverts and Recruitment Packs

Advertisements for posts, whether in newspapers, journals or online, will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification
- the school's child protection policy
- the school's safer recruitment policy (this document)
- the selection procedure for the post

4.3 Application Forms

All prospective applicants must fully complete an application form. CVs will not be accepted in isolation as they do not contain the required information to support safer recruitment.

4.4 Shortlisting

If shortlisted, candidates will be asked to complete a criminal record self-declaration form where they will be required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The relevant criminal record self-declaration form is attached at Appendix 2.

Shortlisted candidates will be sent:

- Childcare Disqualification Declaration form (where applicable).
- Criminal Record Self-Declaration form (all)
- Full details of the selection process

4.5 Employment History and References

A minimum of two references will be taken up and at least one of the references will be obtained from the candidate's current or most recent employer and will be sought directly from the referee.

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The School will explore any discrepancy or gaps in employment identified through references during the interview where possible or, at least, before any offer of employment. This includes references for internal candidates.

If a candidate is moving from another school the reference must be from the Headteacher/Principal or another senior colleague (in the absence of a Headteacher) and not from a colleague.

Open references or testimonials provided by the candidate will not be accepted. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies and verify the source of the reference. This contact will then be recorded on the school's Single Central Record for successful candidates.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- the candidate's suitability for this post.

Candidates are not automatically entitled to see their employment references.

4.6 Online Searches

It is at the Head Teacher's discretion whether the school will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

The school will keep in mind its responsibilities under the Equalities Act 2010 and the risk that such a search may increase the potential for discrimination or feed into unconscious bias.

Where schools do choose to carry out an online search, it is recommended:

- for this to be carried out after shortlisting so it cannot be part of the decision to invite to interview for candidates to be made aware of this search at the point of being invited to interview
- for the search to be based upon an agreed set of criteria (A sample Online Search Record can be found as Appendix 3).
- concentrating on professional information that sits within the public domain, and applied consistently for all candidates for the parameters of the search to be agreed in advance and applied consistently for all candidates (which platforms, which search criteria, which dates)

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- for the searches to all be carried out by the same person. Where possible by someone who will not be involved in the subsequent interviews/decision making
- For the completed form to be shared with the panel as soon as possible in order for any concerns raised to be properly incorporated into the interview questions, giving the candidate an opportunity to respond.

4.7 Selection

Selection techniques will be determined by the nature and duties of the vacant post and may include a variety of methods. The school will conduct interviews in a face to face manner (which could be via remote methods using video conferencing software, such as Microsoft Teams or similar, if face to face is not practical). Telephone interviews may be used at the short-listing stage.

During the interview process candidates will be required to:

- give a satisfactory explanation of any gaps in employment provide a satisfactory explanation of any anomalies or discrepancies in the information available to recruiters
- declare any information that is likely to appear on a DBS check (via the criminal record self-declaration form)
- provide a childcare disqualification declaration form if and when required demonstrate their capacity to safeguard and protect the welfare of children and young people demonstrate how they meet the job description and person specification.

All applicants who are invited to interview will be asked to bring original evidence of their identity, address, right to work in the UK, relevant qualifications and a completed Criminal Convictions Self-Declaration form.

5. Pre-Employment Checks

Any offer of appointment made to a successful candidate, including anyone who has lived or worked abroad, must be conditional on the satisfactory completion of the necessary pre-employment checks and the school will:

- verify a candidate's identity, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available. Further identification checking guidelines can be found here.
- obtain (via the applicant) an enhanced Children's Workforce DBS certificate including barred list information for those who will be working in regulated activity and an Enhanced Children's Workforce DBS (without the barred list check) for anyone who is working in the school but is not working in regulated activity (see Appendix 1)
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available. The school will also carry out a risk assessment if candidates will be starting work prior to a DBS certificate being available

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Separate barred list checks must only be carried out in the following circumstances:

- for newly appointed staff who are engaging in regulated activity, pending the receipt of an Enhanced Certificate with Barred List information from the Disclosure and Barring Service (DBS) (and where all other relevant checks have been carried out); or,
- where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation (and where all other relevant checks have been carried out).
- ensure all shortlisted candidates have completed a Criminal Record self-declaration form disclosing any relevant convictions (see Appendix 2).
- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish that they have the physical and mental capacity for the specific role - see paragraph 5.3.
- verify the candidate's right to work in the UK. Advice on this can be found on the Gov.uk website.

- Since 1 July 2021 candidates from an EEA Country are required to provide evidence of having obtained settled status under the EU Settlement Scheme.

- Since January 2021, any overseas external candidates must apply for a VISA via the New Points Based Immigration Scheme.

- if the candidate has lived or worked outside the UK, make any further checks the school feel appropriate which would include an overseas police check - see paragraph 5.4.
- verify professional qualifications as appropriate by viewing original certificates. The Teacher Services system should be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation.
- ensure the candidate is checked against the prohibition from teaching orders see paragraph 5.1.
- ensure the candidate is checked against the prohibition from management roles (section 128) check where applicable (part of barred list check for those in regulated activity) - see paragraph 5.1.
- ensure the candidate completes a childcare disqualification declaration (where appropriate) – see paragraph 5.5.

5.1 Secretary of State Prohibition Orders and Section 128 direction (teaching and management roles)

In all cases, where an applicant is to undertake a teaching role of any kind (this may include non-teaching staff if they plan, prepare and deliver lessons and assess and report on pupils without supervision of a qualified teacher) a Prohibition Order check will be made. It is

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anticipated that this will be performed at the shortlisting stage, but it will, in any case, be carried out before any unconditional offer of employment is made.

The above activities do not amount to “teaching work” if they are supervised by a qualified teacher. If in any doubt or if the candidate has taught previously, or may teach in the future, the check will be undertaken.

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. An individual who is subject to a section 128 direction is unable to:

- take up a management position in an independent school, academy, or in a free school as an employee;
- be a trustee of an academy or free school trust; a governor or member of a proprietor body of an independent school; or,
- be a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a school as stated in Keeping children safe in education and the DfE Governance Handbook.

Schools can use the TRA's Employer Access service to make prohibition, direction, restriction, and children's barred list checks. The service is free to use and is available via the TRA's web page (Teaching Regulation Agency (education.gov.uk)). Schools will require a DfE Sign-in account to log onto the service.

Further information about obtaining a DfE Sign-in account and using the Employer Access service to carry out a range of 'teacher status checks' including verification of qualified teacher status (QTS) and the completion of teacher induction or teacher probation can be found [here](#).

Where the candidate will be engaging in regulated activity, a DBS barred list check will also identify any section 128 directions. Since 1 January 2021, TRA checks will be for UK Citizens only

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and schools will therefore need to arrange for these checks to be carried out in the relevant country for overseas applicants (including those from the EEA).

5.2 Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status and Criminal Records Self Declaration Form

All shortlisted candidates invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations (including evidence of settled status as required) and to complete the Criminal Records Self Declaration form (See Appendix 2)

Good quality photocopies of all documents will be taken. These will then be signed and dated by the person who has evidenced the originals and the copy should state this;

“Originals seen and identity confirmed”

- Successful Candidates: all documents will be stored securely on the employee file for audit and inspection purposes, including any relevant risk assessments.
- Unsuccessful Candidates: all documents will be kept securely for no later than 6 months after the recruitment process has been concluded. After which they will be destroyed securely.

Please note that the legislation surrounding what information is disclosed in an Enhanced and Standard DBS certificate changed on 28 November 2020 and as a result, an employer may not receive full details of a candidate’s criminal history due to the changes to filtering.

However, in accordance with safeguarding, an employer is still legally entitled to ask shortlisted candidates to disclose their criminal history, however this no longer includes final warnings, cautions and reprimands. Further guidance on this can be found in the NACRO guidance [here](#).

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

5.3 Fitness to undertake the role

A confidential pre-employment health questionnaire must be completed to verify the candidate’s mental and physical fitness to carry out their work responsibilities. A successful candidate can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role **once an offer of employment has been made**. Confidential pre-employment checks will be carried out by the School's Occupational Health provider.

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5.4 Individuals who have lived or worked outside the UK

Candidates who have lived or worked outside the UK must undergo the same checks as all other staff in the school. In addition, the school must make any further checks so that any relevant events that occurred outside the UK can be considered.

The Home Office guidance on criminal records checks for overseas applicants can be found [here](#).

Following the UK's exit from the EU, schools should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

These checks could include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available schools should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in DfE Guidance.

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

Some overseas qualified teachers can apply to the TRA for the award of qualified teacher status (QTS) in England. More information about this is available at the following link [Qualified teacher status \(QTS\): qualify to teach in England - GOV.UK \(www.gov.uk\)](#) here. Please note that holding a teaching qualification (wherever it was obtained) does not provide suitable assurances for safeguarding purposes that an individual has not been found guilty of any wrongdoing or misconduct, and or is suitable to work with children.

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5.5 Childcare Disqualification Declaration

Where relevant (as detailed below), applicants must complete a Childcare Disqualification form provided by the school in relation to the Childcare Disqualification Regulations 2018. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children.

Where a positive declaration is made a waiver can be applied for from Ofsted and must be satisfactorily granted before the candidate may commence work.

This **only** applies to staff working in the following settings:

- 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.

6. Single Central Record

The school will keep a single central record of pre-employment checks, referred to in the Keeping Children Safe in Education Regulations as "the register". The single central record will cover the following people:

- all staff (including teacher trainees on salaried routes, agency and third-party supply staff who work at the school)
- confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school.

7. Induction

The school recognises that safer recruitment and selection is not just about the start of employment but must be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff.

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices including Child Protection, PREVENT, FGM awareness and online safety.

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Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).

8. Contractors and Agency Workers

The school will obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school.

Where the position requires a barred list check, this will be obtained by the agency or third party prior to appointing the individual. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made.

9. Volunteers

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

Volunteers who, on an unsupervised basis, teach or look after children regularly, or provide personal care on a one-off basis in the school, will be in regulated activity.

The school will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, the school may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

There are certain circumstances where the school may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK. Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

The school will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- the nature of the work with children
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check.

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Details of the risk assessment should be recorded.

It is for the school to determine whether a volunteer is supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision the school must have regard to the statutory guidance issued by the Secretary of State. This guidance requires that, for a person to be considered supervised, the supervision must be:

- by a person who is in regulated activity;
- regular and day to day; and
- “reasonable in all the circumstances to ensure the protection of children.”

The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to engage in regulated activity.

10. School Governors

Governors in maintained schools are required to have an enhanced criminal records certificate from the DBS. It is the responsibility of the Governing Board to apply for the certificate for any of their governors who do not already have one. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

Appendix 1 – Regulated Activity

Regulated activity includes:

a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children.

b) 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 frequency or whether they are supervised or not. This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Appendix 2 – Criminal Record Self-Declaration Form

This form must be completed by all shortlisted applicants where a Disclosure and Barring Certificate (also known as a DBS), is required. The information disclosed on this form will not be kept with your application form during the application process. Policy statement on recruiting applicants with criminal records This post is exempt from the Rehabilitation of Offenders Act 1974. For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to Nacro guidance and the MoJ website.

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and we will take the following into consideration:

- whether the caution or conviction is relevant to the position applied for the seriousness of any offence revealed the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred whether the applicant has a pattern of offending behaviour the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent cautions and convictions; and also, any adult cautions and spent convictions that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

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Surname:		Forename:	
Post applied for:		Date:	
NI Number:		Teacher Ref No. If applicable	
Date of QTS: If applicable			
Cedars Manor School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.			
Do you have any unspent conditional cautions or convictions?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have any spent adult cautions (simple or conditional), or spent convictions, which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have any criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been barred from working with Children or disqualified from working in Childcare?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are you subject to any sanctions in the EEA?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Teaching Posts Only: Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Management Posts Only: Have you been prohibited from the management of an independent school (s128)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
If you have answered YES to any of the questions above please provide full details;			
<p>Please complete and sign the declaration below: I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.</p>			

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DECLARATION I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at **Cedars Manor School** however failure to disclose may result in an offer of employment being withdrawn.

Signed:

Date:

APPENDIX 3 – ONLINE SEARCH RECORD (SAMPLE)

This record can be adapted should the Head Teacher decide to conduct online searches after shortlisting. The school must agree to the criteria and apply their process fairly and consistently.

Role shortlisted for:	
Candidate name:	
Searcher name:	
Date and time of online search:	
Agreed search terms:	<ul style="list-style-type: none"> • 'Candidate name' • 'Candidate name' + 'job title' • 'Candidate name' + 'current school' • 'Candidate name' + 'previous school' • 'Candidate name' + 'educational institution'
Agreed platforms:	<ul style="list-style-type: none"> • Google • LinkedIn • Their most recent school's website
Agreed limitations:	Search to be carried out using the agreed terms, looking at the first page of results only
Findings to note:	<p>We are specifically looking for things that would make someone unsuitable to work with children and/or could bring the school into disrepute, for example evidence of offensive or inappropriate behaviour.</p> <p>Do not include irrelevant personal information</p>

APPENDIX 4 - Safer Recruitment Checklist

Post	
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Date		
Recruitment and selection checklist	Initials	Date
Pre-interview:		
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing Short-list prepared		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)		
Invitation to interview - Includes all relevant information and instructions and the self-disclosure form.		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Interview - Explores applicants' suitability for work with children as well as for the post		
Self-Disclosure – Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
Conditional offer of appointment: pre-appointment checks. Offer of appointment is made conditional on satisfactory completion of the		

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following pre- appointment checks and, for non-teaching posts, a probationary period		
References before confirmation of appointment: (if not obtained and scrutinised previously) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)		
Identity (if that could not be verified at interview)		
Qualifications (if not verified on the day of interview)		
Permission to work in UK, if required		
School record sight of DBS certificate - where appropriate satisfactory DBS certificate.		
DBS Barred list check – applicant is not barred from working with Children (this must be completed before the applicant commences work)		
Childcare (Disqualification) Regulations 2009 Letter – for any staff who work in childcare provision or who are directly concerned with the management of such provision as defined in the statutory guidance		
Health – the candidate is medically fit Medical Pre-Employment Questionnaire		
Prohibition from Teaching Work Check – For those carrying out teaching work (see below) the teacher has not been included in the prohibition list or interim prohibition list or has a GTCE sanction.		
Qualified Teacher Status (QTS) Check – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
Overseas Checks – for individuals who have lived or worked abroad in the last 5 years. (For those carrying out teaching work within the EEA area this will include an EEA prohibition order check through Employer Access until Jan 21, after this date it will include a reference from any education employer overseas in the same period)		
Statutory Induction Completed (for teachers who obtained QTS after 7 May 1999 and are not employed as NQTs)		
Risk Assessment – for Volunteers a written Risk assessment in relation to undertaking an Enhanced DBS		

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<p>Child Protection & Online safety training and other induction such as H&S, Safe Working Practice / code of staff behaviour, etc Including: Safeguarding & Child Protection Policy</p> <p>Safer Working Practice Guidance</p> <p>Whistleblowing procedures</p> <p>KCSiE & Annexe A</p> <p>ICT Acceptable Use Policy Online Safety Policy & Guidance</p> <p>Children Missing Education Policy</p> <p>Behaviour Policy</p>		
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APPENDIX 5 – Reference Request

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Your name has been given as a referee for the candidate listed below. This reference may be crucial to decision-making in relation to this individual and is a vital element of the school's safer recruitment processes. Please be factual and honest when completing the information required. A copy of the job description and person specification is also enclosed.

Reference Request

Name of Applicant:	
Position Applied For:	

Referee Name:	
Referee's Position:	
Name of Organisation:	

Personal Details and Suitability for the Post	
Candidate's current position (or position during the time you knew the candidate)	
Please confirm how long you have known the candidate and in what capacity.	
Please confirm the dates of the candidate's employment with you (month and year).	<p>Employment commenced: Click or tap to enter a date.</p> <p>Employment ended: Click or tap to enter a date.</p>
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.	

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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 Basic Salary (or salary at the end of employment). Please state the exact figure.	£
Do you believe that the candidate is suitable to undertake this position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you do not consider the candidate to be suitable, please elaborate.	

Please give your assessment of the applicant in relation to the following:

	Outstanding	Good	Satisfactory	Needs improvement	Poor
Timekeeping and Attendance					
Reliability					
Relationships with colleagues and management					
Attitude to work					
Job Performance (quality of work)					

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IT Skills					
Honesty					

Suitability to work with Children	
<p>Are you completely satisfied that the candidate is suitable to work with children?</p> <p>If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Please confirm if the candidate has been subject to any disciplinary procedures (formal or informal) where the disciplinary sanction remains current.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>If yes please give details.</p>	
<p>Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including anywhere the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed?</p> <p>If so please give details.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons, please answer Not Applicable.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Have there been any concerns about the candidate's behaviour towards children or young people?</p> <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 person, please answer Not Applicable.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

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<p>Please confirm if you would re-employ the candidate.</p> <p>If no, please explain why not.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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<p>Data Protection</p> <p>The information that you provide on this form as a referee will be used to process the application for employment of the candidate named above. The personal data you provide will be stored and confidentially to help with our recruitment process, but it may be disclosed in certain circumstances as required or permitted by law. More details on how we will process your data is outlined in the Recruitment Privacy Notice and Data Protection Policy. We may verify the information provided by you on this form with third parties.</p> <p>If the candidate is successful 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.</p> <p>As part of our recruitment procedures, the HR Manager may call you to verify your reference. Please be kind enough to leave a direct contact number (with an extension number) and a suitable time to call you. Your co-operation is much appreciated.</p> <p>Telephone number:</p> <p>Time:</p>
--

Please return a signed, scanned copy of this form to HR Manager via e-mail to

<p>Signature: (Please sign, scan & return)</p>	
<p>Name (Block Capitals):</p>	
<p>Date:</p>	<p>Click or tap to enter a date.</p>
<p>If your organisation is a school and you are not the Head, please ensure that this reference is countersigned before submitting to HR</p>	
<p>Headteacher Signature:</p>	
<p>Name:</p>	
<p>Dated:</p>	

personnel@cedarsmanor.harrow.sch.uk

Internal Use Only

<p>Reference Checked by:</p>	
<p>Date Reference Checked:</p>	

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Reference Verified by:	
Date Reference Verified:	

Bank / Building Society Details
Payroll – HR Operations, 3rd Floor South Wing, Civic Centre

PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN BLOCK CAPITALS and return it to HR & OD Services - Payroll.

I wish my salary / wage / pension / fees to be paid into the account detailed as follows:

Employee Name in full.....
Employee Number (if known)

Please complete this section if you have not commenced duties:
I will be employed as(job title)
at (work location) commencing/...../20.....

Please complete *either* section A or section B

A Name and full address of **BANK**
..... Post code:
Bank sort code -- Bank account number

B Name and full address of **BUILDING SOCIETY**
..... Post code:
Building Society sort code --
Bank account number
Personal account / roll number
Note: Payment into a building society account may take longer than into a bank account. Please discuss this with your own building society should you wish to be paid by this method.

Signature Date

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APPENDIX 8 – Staff Appointment Form

Harrow Council

STAFF CONFIDENTIAL

Staff Appointment Form

To: Payroll, HR Operations, 3rd Floor South Wing, Civic Centre

Appointee Job title

School Manager

Date entered onto SIMS Start date Local Government Service Start date

Grade Annual salary Hours

Email (will be used to sent epayslips signup information)

Special Schools only: Teaching Assistant Qualified / Unqualified (please delete as appropriate)

Newly Qualified Teacher (NQT) YES / NO

DBS Disclosure

Is this employee to start pre DBS disclosure check? YES / NO (please delete as appropriate)

If Yes, please sign below to accept, on behalf of the governing body, that this employee will not have unsupervised access to children or vulnerable adults until the Council receives a satisfactory DBS disclosure.

Signed **Name**.....

Please indicate documents enclosed:

- Financial Declaration Form (attached)
- Harrow Criminal Declaration Form (attached)
- Bank details form (attached)
- Evidence of right to work (attached)
- Date DBS sent for electronic processing _____

Please email DBS disclosure number and date of Disclosure to hres@harrow.gov.uk

- Reason for temporary or fixed term contract and end date _____

I declare that the following has been received:

- Minimum of 2 references covering the last 3 years

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- Occupational Health Medical Clearance

Signed

Date

(print name)

Guidance notes – to be read in conjunction with the DFES Guidance on Safeguarding on Keeping Children Safe in Education April 2014.

- Please ensure that you have received a reference from the current or most recent employer.
- Should the appointee not have previous Harrow service, please carry out the probation procedure.
- Occupation Health Clearance is now completed on line direct by the School if using the services of Health Management Limited (HML).
- The school is required to ensure newly appointed staff receive copies of the appropriate school policies
- Managers who appoint staff must do so in accordance with Council / School recruitment and selection policies. This includes the requirement to read and consider references and the declaration form before making any job offers.
- Please note that temporary staff, regardless of hours worked, with 1 year's service, will accrue additional employment rights. E.g. The right to claim unfair dismissal and, after 2 years, the right to redundancy payments. Should you wish to terminate the contract of any employee with more than one year's service please contact the HR Advisory Service.
- As and When/Casual staff will accrue the right to paid annual leave and sick pay after 4 weeks continuous employment

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APPENDIX 9 – New Starter Checklist



Starter checklist

Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HM Revenue and Customs (HMRC).

Instructions for employees

As a new employee, your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form, then give it to your employer. Do not send this form to HMRC.

It's important that you choose the correct statement. If you do not choose the correct statement, you may pay too much or too little tax. For help filling in this form, watch our short YouTube video, go to www.youtube.com/hmrcgovuk

Employee's personal details

<p>1 Last name</p> <input style="width: 250px; height: 20px;" type="text"/>	<p>5 Home address</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="height: 25px;"></td></tr> <tr><td style="text-align: center; font-size: small;">Postcode</td></tr> <tr><td style="text-align: center; font-size: small;">Country</td></tr> </table>				Postcode	Country			
Postcode									
Country									
<p>2 First names Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth</p> <input style="width: 250px; height: 20px;" type="text"/>	<p>6 National Insurance number, if known</p> <table border="0" style="width: 100%;"> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
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<p>3 Are you male or female? Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Employment start date DD MM YYYY 7</p>	<table border="0" style="width: 100%;"> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
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<p>4 Date of birth DD MM YYYY</p> <table border="0" style="width: 100%;"> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </table>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>		

Employee statement

8 Choose the statement that applies to you, either A, B or C, and tick the appropriate box.

Statement A	Statement B	Statement C
<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</p> <p>Choose this statement if the following applies.</p> <p>This is my first job since 6 April, and since 6 April, I've not received payments from any of the following:</p> <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	<p>Do not choose this statement if you're in receipt of a State, Works or Private Pension.</p> <p>Choose this statement if the following applies.</p> <p>Since 6 April, I have had another job, but I do not have a P45. And/or since 6 April, I have received payments from any of the following:</p> <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	<p>Choose this statement if:</p> <ul style="list-style-type: none"> • you have another job and/or • you're in receipt of a State, Works or Private Pension
<p>Statement A applies to me. <input type="checkbox"/></p>	<p>Statement B applies to me <input type="checkbox"/></p>	<p>Statement C applies to me <input type="checkbox"/></p>

Student loans

9 Tell us if any of the following statements apply to you:

- You do not have any Student or Postgraduate Loans
- you're still studying full-time on a course that your Student Loan relates to
- you completed or left your full-time course after the start of the current tax year, which started on 6 April
- you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

If no, tick this box and go to question 10

If yes, tick this box and go straight to the Declaration

To avoid repaying more than you need to, tick the Student Loans that you have - use the guidance on the help you. Please tick all that apply

correct right to

10 Plan 1

Plan 2

Plan 4

Postgraduate Loan (England and Wales only)

Employees, for more information about the type of loan

you

have, go to www.gov.uk/sign-in-to-manage-

[your-student-loan-balance](http://www.gov.uk/sign-in-to-manage-your-student-loan-balance). Employers, for guidance, go to

www.gov.uk/guidance/special-rules-for-student-loans

Types of Student Loan

You have Plan 1 if any of the following apply:

- You lived in Northern Ireland when you started your course
- you lived in England or Wales and started your course before 1 September 2012

You have a Plan 2 if:

You lived in England or Wales and started your course on or after 1 September 2012.

You have a Plan 4 if:

You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.

You have a Postgraduate Loan if any of the following apply:

- You lived in England and started your Postgraduate Master's course on or after 1 August 2016
- You lived in Wales and started your Postgraduate Master's course on or after 1 August 2017
- You lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

Declaration

I confirm that the information I've given on this form is correct.

Signature

Full name

Date DD MM YYYY

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