



# High March

## SAFER RECRUITMENT AND SELECTION POLICY

<b>Person responsible for latest revision:</b>	Mrs B Avery and Mrs K Gater
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<b>Date of next review:</b>	September 2024
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This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

### Useful Websites

[www.highmarch.co.uk](http://www.highmarch.co.uk)

[www.education.gov.uk](http://www.education.gov.uk)

[www.isi.net](http://www.isi.net)

# High March

## Safer Recruitment and Selection Policy

### Introduction

The people responsible for safer recruitment policy: Mrs Kate Gater, Headmistress and Mrs Belinda Avery, Safeguarding Governor.

The Governor appointed to oversee appointments: Mrs Belinda Avery

Staff who have completed safer recruitment training: Mrs Belinda Avery, Mrs Tanya Crockford Mrs Amanda Dale, Mr Peter Honiball, Mrs Kate Gater, Mrs Kate O'Shaughnessy, and Miss Sharon Walker

Dates of staff safer recruitment training and name of provider:

Mr Peter Honiball – February 2020 Educare

Mrs Kate Gater – November 2022 NSPCC

Mrs Kate O'Shaughnessy - November 2021 Educare

Miss Sharon Walker – November 2021 Educare

Mrs Amanda Dale – August 2023 Educare

Mrs Tanya Crockford – August 2023 NSPCC

Dates of governor safer recruitment training and name of provider:

Mrs Belinda Avery- December 2021 VWV October 2023 Educare

The governing body ensures that the procedures and policies in place for the safe recruitment of all staff and volunteers are in accordance with the following and are effective;

Keeping Children Safe in Education (September 2023) (KCSIE) requirements [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

The Education and Skills Act 2008

The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014

The Education (Independent School Standards) (England) Regulations 2010

ISI Commentary of the Regulatory Requirements September 2021

The Childcare Act 2006 [ukpga\\_20060021\\_en.pdf \(legislation.gov.uk\)](#)

'Disqualification under the Childcare Act 2015 and Childcare (Disqualification) Regulations 2009 (Feb 2015),

Prevent Duty (April 2015, updated July 2015) s 26 Counter Terrorism and Security Act 2015 [Advice template \(publishing.service.gov.uk\)](#)

Prohibiting unsuitable individuals from managing independent schools : Statutory Guidance 2021

Any guidance or code of practice published by the Disclosure and Barring Service (DBS)

It is the responsibility of the Headmistress, Senior Leadership Team and any other staff member nominated by the Headmistress to:

- Implement the School's safer recruitment procedures correctly.
- Ensure all staff and volunteers working at the School undergo appropriate checks.
- Monitor agencies and contractors' compliance with safe recruitment.
- Promote the welfare of pupils at all stages of the process.

The School will ensure that at all times at least one person on the appointments panel will have undertaken safer recruitment training.

Date policy written: September 2014

Date of policy review: September 2023

Next policy review: September 2024

(This policy will be updated in response to any new requirements and regulations that appear before the date of the next review)

This Safer Recruitment and Selection Policy has been produced in line with "Keeping Children Safe in Education (KCSIE) 2023. This policy aims to ensure that both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

### **Safer Recruitment and Selection Policy statement**

High March's commitment to providing a supportive and flexible working environment for staff is supported through the safe, effective recruitment and retention of competent, motivated staff members who form a diverse workforce comprising different backgrounds, skills and abilities. The recruitment and selection process is efficient, effective and equal in opportunity. We uphold our legal obligations and do not discriminate against applicants on grounds of age, colour, creed, disability, ethnic origin, gender reassignment marital or civil partnership status, maternity, nationality, paternity, race, religion or belief, sex or sexual orientation.

Employees involved in the safe recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The aims of the School's Safer Recruitment and Selection Policy are as follows:

- To follow safer recruitment procedures at all times.
- To ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of the Disclosure and Barring Service [DBS] [formally the Criminal Records Bureau (CRB)].
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.

- To ensure that all job applicants are considered equitably and consistently, in line with the School's equal opportunities policy.
- To ensure that no job applicant is treated unfairly on any grounds.
- To ensure sufficient staff and governors receive training in safer recruitment processes.
- To ensure all appointment panels recruiting staff who have contact with children contain at least one member who has been trained in Safer Recruitment.

The main statutory provisions relating to Safer Recruitment include:

- 'Disqualification under the Childcare Act 2015(Feb 2015)
- Keeping Children Safe in Education [September 2023 [KCSIE].
- Working together to Safeguard Children (July 2023) [WT]
- Protection of Freedoms Act 2012
- The Childcare Act 2006 the Childcare (Disqualification) Regulations 2009 and 2018
- The Human Rights Act 1998
- The Equality Act 2010 – which makes it unlawful to unjustifiably discriminate, directly or indirectly, against:
  - Disabled people in employment
  - Employees on the grounds of colour, nationality, national or ethnic origin or race. There are four types of discrimination, direct, indirect, victimisation and harassment
  - Employees on the grounds of gender reassignment, sex, sexual orientation or marital or civil partnership status
  - Employees on the grounds of religious belief or practice in employment.
  - Employees on the grounds of age
- Education and Skills Act 2008
- Education Acts 2002 and 2011

In addition DfE advice on The Registration of Independent Schools and Part 4 of the ISI Regulations (September 2021) are relevant to Safer Recruitment.

## **Purpose**

The purpose of this policy is to ensure that the recruitment of both permanent and fixed-term staff (including volunteers) is conducted in a fair, effective and successful manner. To achieve this purpose, those who are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## **Scope**

This policy applies to all the School employees and governors responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the Proprietors. The Governing body and proprietors have processes in place to ensure continuous vigilance and the maintenance of an environment that deters and prevents abuse and challenges inappropriate behaviour.

The Proprietors share with the Headmistress and/or Bursar the responsibility for appointing staff.

## **Data Protection**

The School is required by law to carry out the pre-appointment checks set out in this Policy. Staff and applicants are required to provide certain information to the School to enable the School as Data Controller and Data Processor to carry out the checks applicable to the role. The School is also required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (formerly NCTL). Failure to provide information requested may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process and retain personal data in accordance with its Privacy Notice for Staff.

## **Safer Recruitment and Selection Procedure**

With the exception of supply staff and volunteers, a new member of staff is defined as a person working at the School whether under a contract of employment or a contract for other types of service.

Our policy and procedures involve consideration of how we safeguard and promote the welfare of our pupils at every stage of the process. The process begins with planning, ensuring that the advertisement makes clear the School's commitment to safeguarding children. It then continues through short-listing, interviewing, appointing, checking the successful applicant according to statutory requirements and induction. The policy demonstrates a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

Our procedures include:

Deciding upon whether the post meets the criteria for 'regulated' activity.

(Please see Appendix 1 for the definition of Regulated Activity)

- Obtaining comprehensive information from applicants and scrutinising the information
- At our entire discretion, reserving the right to undertake and considering with every shortlisting undertaken, as part of due diligence, such formal or informal background checks as is reasonable in all the circumstances including online or social media searches on any applicant
- Ensuring that no person who is appointed carries out work, or intends to carry out work at the School in contravention of a prohibition order, an interim prohibition order or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any other disqualification, or restriction which takes effect as if contained in either such direction
- Satisfactorily resolving any discrepancies or anomalies in information received
- Obtaining and verifying by telephone two independent professional references in order to assess an applicant's suitability to work with children. We may also request a character reference depending on the position offered
- Holding a face-to-face interview that explores the applicant's suitability to work with children as well as his/her suitability for the post
- Checking the applicant's identity, previous employment history and experience
- Checking that applicants are medically fit to perform the duties required of the position by obtaining a self-declaration of fitness
- Checking the applicant's right to work in the United Kingdom
- Where appropriate, checking the applicant's qualifications

- Carrying out pre-employment checks appropriate to the type of employment advertised, which may include the mandatory enhanced criminal record check and obtaining an enhanced criminal record certificate before or as soon as practicable after the applicant's appointment (If such a certificate does not arrive before employment is due to begin then a barred list check must be obtained. If the original enhanced DBS certificate has not been seen by the first day of regulated activity, then a risk assessment is undertaken and the applicant is supervised as appropriate)
- Requesting sight of the applicant's original enhanced disclosure certificate
- Following up appointment with a systematic induction programme  
(Please see Appendix 2 for details of the types of employment and the pre-employment checks made for each type of appointment)

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

All material that forms part of the appointment, including the applicant application and information pack, will be checked by the appointments panel and must meet the requirements of the School's Safer Recruitment and Selection Policy.

### **The Advertisement**

This will include a statement about the School's commitment to safeguarding and promoting the welfare of children. It will refer to the need for the successful applicant to undertake an enhanced criminal record check via the DBS and other safeguarding checks. It will refer to the safeguarding responsibilities of the post.

The advertisement will also include:

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

The advertisement will make no direct reference to any requirements based on age, disability, gender reassignment, maternity or civil partnership, race, religion/belief, sex, sexual orientation.

An application pack will be sent to prospective applicants on request and will include at the least:

- General information about the School
- The selection procedures for the post
- Information about the section of the School relevant to the role advertised
- Details of the role in the job description
- Qualifications, experience, skills and abilities required - summarising the details in the person specification
- Details of all documents required by way of employment checks
- Child Protection and Safeguarding Policy or information on how to access this online
- An application form together with a statement informing the applicant that:

- Completion of the form ensures that a common set of core data is received from applicants
- CVs drawn up by applicants will not be accepted in place of an application form
- Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed

The job description will include:

- The main duties and responsibilities of the post including whether the role will amount to regulated activity and contact with children pursuant to s192 KCSIE
- The individual's responsibility for promoting and safeguarding the welfare of children and young people that s/he is responsible for, or comes into contact with children.

The person specification will include:

- The qualifications, experience, expertise and any other requirements needed to perform the role and whether it amounts to regulated activity and contact with children within the meaning of s192 KCSIE
- The competences, skills and qualities that the successful applicant should be able to demonstrate
- An explanation of how the above will be assessed during the selection process

## References

A minimum of two references will be sought, to include the applicant's current (or latest) employer.

References are taken up prior to interview pursuant to s203 KCSIE and are verified by telephone. If anomalies are identified in references, the referees will be contacted, by telephone or e-mail, for clarification and a detailed record kept of such exchanges.

Discrepancies may also be probed during the interview. References are sought directly from the referee. References or testimonials provided by the applicant are unacceptable. Where necessary, previous employers who have not been named as referees may be contacted and a detailed written note will be kept of such exchanges.

Should an applicant strongly object to a current employer being approached prior to interview, the School will decide whether or not to accede to the request. If the request is granted, the School will then contact the referee following the interview. In such cases the School will ensure that references are received, scrutinised and that any concerns are resolved satisfactorily before the person's appointment is confirmed and s/he starts in the role.

Referees, within the meaning of s222 and s223 KCSIE, should not be a relative or someone known to the applicant solely as a friend. School employees are entitled to see and receive, if requested, copies of their employment references. References addressed "to whom it may concern" will not be accepted.

All referees will be sent a copy of the job description and person specification for the advertised post. Referees will always be asked specific questions about:

- The applicant's suitability for working with children and young people.

- Whether the applicant has ever been the subject of disciplinary procedures, including time-expired warnings, that relate to the welfare and safeguarding of children. Such statements should be confirmed by the Head of any school supplying this information in a reference, or, if that is not possible, by the Deputy Head.
- The applicant's suitability for the demands of the post.
- If the referee is a current or previous employer, they will also be asked to confirm the applicant's dates of employment, job title/duties, reason for leaving, performance, and disciplinary record.

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

Any information about past disciplinary action or allegations will be considered individually. Issues that were suitably resolved some time ago or were unfounded with no further issues raised, are less likely to cause concern than more serious or recent events. A history of repeated concerns or allegations over time will give cause for concern.

Additional references will be requested from applicants applying from countries that do not provide criminal record checks.

### **Prohibition Checks**

In regard to an order made by the Teaching Regulation Agency on behalf of the Secretary of State, barring a person from carrying out "teaching work", the School will carry out a Prohibition check from April 2014 in addition to the check of the Children's Barred List, DBS check and other checks set out in the Independent School Standards. ('Teaching work' is defined as planning, preparing and delivering lessons for pupils, which includes distance learning and learning through computer aided techniques, and assessing and reporting on pupils' development, attainment and progress.)

Checks for prohibition from management directions (also known as Section 128 directions) were introduced on 12 August 2015. [pursuant to the Education and Skills Act 2008 and the Independent Educational Prohibition on Participation in Management \) Regulations 2014](#). If the appointment is for a position described below, the School will check that he/ she is not prohibited from management of an independent school. The roles which require a check are:

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

### **Selection of prospective applicants for interview**

Selection criteria will be determined by the nature and duties of the post, the contents of the application form and supporting material. The short list of applicants will be made by a panel comprising a combination of the Headmistress, Bursar or Proprietor/s and members of



the Senior Leadership or Management Team. The School will ensure that at least one member of the selection panel has completed a course in safer recruitment. When short-listing applicants, their suitability will be judged against the person specification for the post.

Interviews will usually be face-to-face if practical to do so. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link). Unsuccessful applicants in the interview selection process will be informed in writing and thanked for their interest in the School.

The short-listed applicants will be invited to attend a formal interview at which their relevant skills and experience will be discussed further. Pursuant to s202 KCSIE, shortlisted candidates will be selected by at least two people, ideally those involved in the interview. Shortlisting will involve consideration of inconsistencies in the information provided, looking for gaps in employment history, reviewing the reasons for any gaps and exploring any potential concerns.

Shortlisted candidates will be informed that online searches may be carried out. (KCSIE 2023 Safer recruitment Part 3)

## **The Interview**

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

- Original qualification certificates
- Proof of eligibility to live and work in the UK
- If the disclosure held by an overseas applicant is considered insufficient to establish their suitability to work in the School, further evidence may be required from the applicant's country of origin. Such checks will be undertaken if the applicant has lived overseas for three months or more in the last five years
- A UK national returning after working in a foreign country will be asked to obtain a certificate of good conduct or equivalent form the country in question
- Proof of identity - Applicants may bring the following original evidence:
  - Current driving licence (including photograph), passport or full birth certificate; and utility bills or statements (from different sources) showing the applicants name and home address

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

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

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

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

- To be on the Children's Barred List

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

Any offer of employment following interview will be conditional, prior to successful completion of a final series of pre-employment checks which, *in brief*, contain the following (Please see Appendix 2 for a full list of checks undertaken by the School in relation to the type of appointment offered.):

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- The receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory
- Verification of the applicant's identity (where that has not previously been verified)
- For teaching positions, confirmation from the Employer Online service that the applicant is not subject to a prohibition order. If qualified teacher status is not required the School will check the applicant is not subject to a prohibition order by application to the Employer Online service
- Where the position amounts to "regulated activity" the School must have sight of an enhanced disclosure from the DBS and it must consider such to be satisfactory
- Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List
- Confirmation that the applicant does not commence work in contravention of a direction section 128 of the Education and Skills Act 2008 or under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from teaching or being involved in the management of an independent school
- Confirmation that the applicant is not disqualified from working in connection with Early or Later Years provision (see Appendix 3)
- When relevant, whatever evidence of checking is available for a person's country of origin (if overseas) or from any other country in which he/she has lived, before the offer of an appointment

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

- The appointment is not formally confirmed
- The DBS application has been made in advance
- If the person will be working in regulated activity, a satisfactory check of the barred list, plus vetting and other relevant checks have been completed satisfactorily
- Appropriate safeguards are in place (for example, a risk assessment and monitored supervision)
- Safeguards are reviewed at least every two weeks
- The person in question is informed what these safeguards are, a note is added to the single central register. Evidence will be kept of the measures put in place
- The applicant's medical fitness has been confirmed through completion of a medical declaration

- The applicant's right to work in the UK has satisfied requirements
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK are satisfactory, including countries from the European Economic Area (EEA). Checks are made on those from the EEA who will be carrying out 'teaching work' are not subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers
- The professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified) have been verified
- The relevant professional status requirements have been verified e.g. NCTL registration, QTS status (unless correctly exempted)

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

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

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

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

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

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence or serious class A drug related offences, robbery, burglary, theft, deception or fraud.

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

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

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

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

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

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's staff responsible for recruitment
- Not retain disclosure information or any associated correspondence for longer than is necessary. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken

### **Retention of other records**

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

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

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

It is normal practice for the School to retain personnel files for at least seven years after the member of staff has left.

If the School wishes to retain the name and details of unsuccessful applicants on file for future vacancies for more than 6 months, the applicants will be informed and offered the opportunity to remove their details from the School's records.

### **The Single Centralised Register of staff**

A single centralised record of recruitment and vetting checks, in line with legal requirements and ISI regulations, is maintained by the School. All individuals who work in regular contact with children, including governors, volunteers and those employed by third parties (supply

agencies), are included. The register is kept up to date and checked by the safeguarding governor regularly. The centralised register contains details of the following.

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

- Identity
- Barred list/List 99 (date of DBS check unless a separate earlier barred list check was undertaken)
- Professional Qualifications
- Enhanced disclosure, DBS status check
- Overseas checks, where applicable
- Right to work in the UK
- Prohibition from teaching orders check
- Prohibition from Management check as appropriate

Whilst it is not a legal requirement, the School also chooses to include on the register:

- Checks of CV/application form, references, medical fitness declaration and self-declaration

Although it is not a requirement (from April 2015) to include volunteers on the register, the School chooses to include details of all checks made on volunteers on the register.

The register will contain the following information for each member of the governing body:

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

## **The Induction Programme**

For all staff and volunteers newly appointed into the School, including teaching staff, regardless of experience, there is a comprehensive induction programme (see the Staff Induction Policy). The purpose of this is to:

- Ensure applicants understand the School's Child Protection and Safeguarding Policy and procedures
- Check the applicant has read the relevant part of KSCIE (September 2023), plus the School policies and procedures linked to child protection such as the Anti-Bullying Policy, Behaviour and Pastoral Care Policy, Staff Code of Conduct and ICT Security Policy and E-Safety Policy. See the School's Induction Policy for a full list
- Ensure applicants are clear about the standards of conduct and behaviour expected of staff and pupils within the School. The Staff Code of Conduct and Behaviour and Pastoral Care Policies
- Provide training and information about all school policies and procedures
- Support individuals in a way that is appropriate for the role to which they have been appointed
- Provide opportunities for the applicant to discuss any issues or concerns about their role or responsibilities

- Enable the applicant's Head of Department or mentor to identify any concerns regarding the settling in process, teaching and behaviour management, relationships with pupils or staff and rectify them swiftly

**Related documents:**

Child Protection and Safeguarding Policy

Staff Induction Policy

Staff Code of Conduct

Privacy Notice for Staff

## APPENDIX 1- 'Regulated Activity

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. The School regards all types of regular work that involves the opportunity for contact with children to be regulated activity.

A person will be engaging in regulated activity with children if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children
- will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

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

- Regularly providing advice or guidance for children on well-being
- Regularly driving a vehicle only for children

Relevant personal care or health care is regarded as regulated activity

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

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

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

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

- Is the activity a person will do "work"? (A person, for example, visiting the Headmistress or their own child would not be working.
- Is the work regular?
- Does it give rise to opportunity for contact with children? (This applies whether or not contact is required by the work and whether or not it actually takes place. The issue is whether there is "opportunity")
- Is the work for the purposes of the School? (This would not include, for example, those working for bodies hiring premises for other purposes out of school hours)

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

- If a volunteer is involved in the personal care of pupils then they are in regulated activity as personal care work is always regulated activity

- If the person is a volunteer and what they do does not involve the personal care of pupils and they are supervised at all times they are not in regulated activity

If the person is a contractor and administers personal care or health care they are in regulated activity.

If the person is a contractor and is involved in teaching pupils they are in regulated activity.

If the person is a contractor performing occasional or temporary non-teaching work (such as a quick plumbing task) they are not in regulated activity. In this instance the School will organise suitable supervision whilst the contractors are on site.

Contractors employed by cleaning and catering companies on a long term basis are in regulated activity as they have the opportunity to be with pupils at any time. The School checks with their respective companies and requests written confirmation that all the required checks have been completed successfully prior to the employees beginning work.

The identity of all employees of contractors will be checked by the School on arrival. If the employees of contractors may have unsupervised access to children the School will check with the contractor that such employees have satisfactory DBS and other safer recruitment checks. The School will check the identity of such employees on their arrival at the School and will retain written confirmation from the contractor of the employees' checks.

The School ensures that all contractors and their employees are checked at regular intervals as they work.

The School is aware that supervised volunteers are not regarded by statute as being in regulated activity. However, the School treats all regular volunteers as being in regulated activity. This is because there may be circumstances when the volunteer is with pupils in a directly unsupervised situation. Therefore, the School believes it is best practice to ensure all regular volunteers are subject to requiring an enhanced DBS certificate with barred list information.

The School requires references for all volunteers depending on the work they do, and provides a Child Protection and Safeguarding Briefing as well as checking with members of the School community as to the suitability of proposed volunteers

Visitors to the School who are supervised at all times are not regarded as being in regulated activity.



## APPENDIX 2 - Types of appointments and pre-employment checks.

### Staff in regulated activity

Disclosure and Barring Service check

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

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

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

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

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

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

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

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

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

An applicant with a disclosure from a previous employer at the enhanced level (including children's barred list) who subscribes to the Update service may give the School permission

to check their status. The School will undertake an online Update check, which will provide information about any changes since the certificate was issued

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

### **Overseas staff**

DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a disclosure, if one is available in the relevant jurisdiction(s). Such further checks as the Proprietors or Governing Board think appropriate including a certificate of good conduct will be sought as appropriate and /or if practicable certification that the applicant is not subject to any teaching sanctions or restrictions. In addition, advice on obtaining criminal record information from overseas police forces, published by the Home Office on GOV.UK. will be followed. The School will also have regard to Department for Education guidance on the employment of overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the US.

### **Trainee/student teachers**

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

### **EYFS applicants**

All applicants offered a post, whether or not they will be working within the Early Years Foundation Stage will be requested to complete a declaration stating that they are not disqualified under the Childcare Act. See Appendix 4.

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

Statutory guidance applying to the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 applies also to volunteers, supply/agency staff, self-employed people, and staff of other organisations contracted by the School to supply childcare and governors who volunteer with EYFS or are concerned with their daily management. (For full details see Appendix 3)

### **Peripatetic Staff**

The School requires all necessary checks and DBS requirements are fulfilled.

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

The School maintains its own bank of supply staff who have all the necessary checks and DBS requirements. However there are rare occasions when the School has to use supply agencies to supply temporary staff to the School. The School receives written confirmation from the agency that all the required checks have been carried out to the extent relevant to that person: identity, enhanced disclosure, right to work in the UK, barred list check, prohibition from teaching, prohibition from management of an independent school, qualifications and overseas checks. The School sees the criminal record certificate, whether it discloses any information, and checks the identity of any supply staff on arrival at School to ensure that they are the same person on whom checks have been carried out. In addition, having regard to KCSIE, the agency should have taken up references, obtained a declaration of medical fitness, checked previous employment and, if applicable, checked whether the applicant is disqualified from childcare under the Childcare Act 2006, and Regulations made thereunder.

## **Governors**

The School governors are volunteers. The School requires:

- An enhanced disclosure and barred list check
- Proof of identity
- Confirmation of the governor's right to work in the UK

For any post 2007 appointments the School carries out comprehensive checks (see ante) for any governor in regulated activity.

If a governor who has been overseas is appointed appropriate checks will be made.

If a governor or proprietor is to be involved with teaching, a prohibition from teaching and /or management check will be made. If a governor or proprietor is to be actively involved with EYFS children or with management of EYFS a Disqualification from Childcare disclosure will be requested.

All the above checks should be made prior to appointment.

## **Contractors**

The School will check photographic identification of contractors on arrival at the School. The School will keep records of the confirmations received from the contractor.

When the School employs contractors whose employees are in regulated activity, for example, catering, the contractors are responsible for undertaking DBS checks. The School requires written confirmation from the contracting company that the required checks have been undertaken and are satisfactory in relation to all of its employees working on site.

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

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

## **Visiting Speakers**

The School will check that visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised at all times whilst on site. Visiting speakers must provide photo ID. The School will make reasonable enquiries to ascertain that any visiting speaker has no known terrorist connections nor extremist views. This could include checking their website and/or social media and a personal referral for a member of staff and/or a parent. Any visiting speaker should be approved in advance by the Headmistress.

There is a designated checklist for Visiting Speakers at Appendix ? to be completed by the member of Staff organising the visit from the speaker, in conjunction with the Upper School Administrator (speakers at Upper School) or Receptionist (speakers at Junior House)

## **Volunteers**

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

Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

The risk assessment should consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- 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 their suitability
- whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity.

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

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

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

In line with KCSIE, the School will obtain an enhanced DBS certificate with barred list check for all new volunteers in regulated activity who regularly help teachers or look after children on an unsupervised basis. If the School becomes aware of any new concern in connection with an existing volunteer the School will consider obtaining a new DBS check.

The School will also check the suitability and competence of the individual volunteer through obtaining character references, providing a Child Protection and Safeguarding Briefing, and ascertaining from the School whether there are community for any concerns.

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

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

For new supervised volunteers not in regulated activity an enhanced DBS certificate will be required.

One-off’ volunteers who offer to assist with day outings, school concerts and such do not require vetting checks. Such volunteers will not be unsupervised or undertake any kind of personal care.

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

## **Other checks**

Applicants in regulated activity who are invited to an interview will be required to bring any from the following list of valid documentation as evidence of identity, right to work in the UK, address and qualifications. Pursuant to KCSIE 2022, a birth certificate is preferred as documentary evidence of identity.

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

- Current valid passport
- Biometric residence permit (UK)
- Current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- Birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Current UK driving licence (old style paper version)
- Current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- Marriage / civil partnership certificate (UK and Channel Islands)

- Adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Fire arms licence (UK and Channel Islands)
- Mortgage statement (UK or EEA)\*\*
- Bank / building society statement (UK and Channel Islands or EEA)\*
- Bank / building society account opening confirmation letter (UK)
- Credit card statement (UK or EEA)\*
- Financial statement \*\* - e.g. pension, endowment, ISA (UK)
- P45 / P60 statement \*\*(UK and Channel Islands)
- Council tax statement (UK and Channel Islands) \*\*
- Work permit / visa (UK) (UK Residence Permit) \*\*
- Letter of sponsorship from future employment provider (non UK / non EEA only valid for applicants residing outside the UK at the time of application)
- Utility bill (UK)\* – not mobile telephone
- Benefit statement\* - e.g. child benefit, pension
- A document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue and Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- EU national ID card and cards carrying the PASS accreditation logo (UK)
- Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change

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

Applicants will also be required to provide:

- Two forms of ID, utility bills or statements (from different sources) showing their name and home address
- Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card)
- Original documents confirming any educational and professional qualifications referred to in their application

## **Medical fitness**

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

The successful applicant will be required to complete a health questionnaire. Applicants will be requested to sign a statement declaring that they know of no mental or physical reasons concerning their health that would prevent them from fulfilling the requirements of the role. This will be reviewed by the Proprietor. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, and layout of the School. If there are any doubts about an applicant's fitness the

School will seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

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

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

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

## APPENDIX 3 - EYFS- Childcare disqualification requirements

The Childcare Act 2006, the Childcare (Disqualification) Regulations 2009 and 2018, and 'Disqualification under the Childcare Act 2006' (March 2015), place separate and additional requirements on schools.

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

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

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

- Ensuring all those connected with EYFS and childcare in the School have access to this policy and understand the requirements of the legislation, taking all required steps to gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified, keeping a record on the Single Central Register of staff of the date and findings of disqualification checks of those who work in relevant childcare

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

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

- Being found to have been cautioned about or having committed certain violent and sexual criminal offences against children and adults at home or abroad which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- Being the subject of certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 and 2018 Regulations
- Refusal or cancellation of registration relating to childcare or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 and 2018 Regulations

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

- Providing Early Years childcare or Later Years childcare to children who have not attained the age of eight.
- Being directly concerned in the management of that childcare



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

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

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

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

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

- Staff who only provide education, childcare or supervised activity during school hours to children above reception age
- Staff who only provide supervised activities out of school hours for children who are aged 8 or over
- Staff who have no involvement in the management of relevant provision
- Staff such as caretakers, cleaners, drivers, transport escorts, catering and office staff, who are not employed to directly provide childcare
- Anybody involved in any form of health care provision for a child, including school nurses and local authority staff, such as speech and language therapists and education psychologists

Implications for staff

In brief, who may be disqualified?

- Someone who has been cautioned for, or convicted of certain violent or sexual criminal offences against adults and any offences against children
- Someone who is the subject of an Order, direction or similar in respect of childcare, including orders made in respect of their own children
- Someone who had registration refused or cancelled in relation to childcare of children's homes or have been disqualified from private fostering

Individuals who are disqualified, are not permitted to continue to work in Early or Later Years provision or be directly concerned in the management of that provision. Staff are expected to declare all their convictions and cautions, including those that are spent, but will not be required to declare details of spent convictions and cautions of those who live and work in their households.

If a person is 'disqualified' they may not work in the EYFS or childcare provision. Should a person be disqualified, or doubt arises over the issue of disqualification, then pending resolution of the issue the member of staff will be removed from the work for which they are disqualified. The School will not automatically suspend or dismiss such a person. The School will consider possible redeployment with an age group or other work from which they are not disqualified, subject to assessing the risk and, where appropriate, taking advice from the LADO. All actions taken during consideration of possible disqualification will be recorded in full.

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

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

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

- Cautions or convictions for a relevant offence:
- Whether the individual has been disqualified from caring for a child (including their own child).
- Whether they named on the DBS Children's Barred List.

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

When responding to questions about their cautions or convictions, staff do not need to provide details about any protected cautions or protected convictions and are not required to disclose spent cautions or convictions-

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

If a person is found to be disqualified or if there is any doubt over the issue they must be removed from their work until the matter is resolved. The School may not automatically

suspend or dismiss all those found to be disqualified- it may be possible to redeploy them with other age groups or in work from which they are not disqualified subject to a risk assessment and guidance from the LADO.

## Appendix 4



### High March Self Declaration Statement

The Childcare (Disqualification) Regulations July 2018 and related obligations under the Childcare Act 2006 require schools to ensure that certain staff working within certain school settings are not “disqualified”. High March has adopted a policy of requiring all staff to sign such a declaration.

You are not allowed to work in school or to be directly concerned in its management, if you are “disqualified” within the meaning of the 2009 and 2018 Regulations.

The grounds for disqualification include, within the meaning of the 2009 and 2018 Regulations and as the ISI states:

- That you are barred from working with children (included on the Disclosure and Barring Service Children’s Barred List).
- You have been cautioned for or convicted of certain violent and sexual criminal offences against children and adults, at home or abroad.
- An order has been made against you relating to the care of children (including where an order is made in respect of a child under the person’s care).
- You have had your registration refused or cancelled in relation to childcare or children’s homes or have been disqualified from private fostering.
- You have been found to have committed a qualifying offence overseas.

It is the School’s responsibility to ensure that you have had the appropriate checks and that you are not disqualified in your own right.

Please sign and return this form to Jo Stevenson to confirm that you are not disqualified for any reason including by reason of any of the bullet points above. If you have any queries or further questions then please speak to Kate Gater our Designated Safeguarding Lead.

-----  
I can confirm that to the best of my knowledge and belief I, am not “disqualified” based on the criteria outlined above, within the meaning of The Childcare Act 2006 and the Child Care (Disqualification Regulations) 2018 as amended from time to time.  
I agree to inform the Headmistress immediately, if my circumstances change such that I become disqualified or if I am in doubt about this.

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

Print Name: \_\_\_\_\_

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

## APPENDIX 5

PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)



High March  
Ledborough Lane  
Beaconsfield  
Bucks  
HP9 2PZ

### EMPLOYMENT APPLICATION FORM

DETAILS OF POST APPLIED FOR
<b>Name of Applicant:</b>
<b>Job Title:</b>
<b>Closing date for receipt of applications:</b>

This Application form has been drafted in accordance with the requirements of the DfE publication "Safeguarding Children and Safer Recruitment in Education" which came into force 1 January 2007, and the Data Protection Act, GDPR and High March Privacy Notices.

Please ensure that within this form you provide a **full history, without any gaps and in chronological order**, since leaving full-time education, including periods of post-secondary education and training. Please also include any part time and voluntary work as well as full-time employment, with start and end dates.

**At High March we have one application form for all positions. Please fill in the elements relevant to the position you have applied for.**

PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)

Please identify, with explanation, any periods when you were not in employment, education or training.

PERSONAL DETAILS	
Title:	
Surname:	
Forename(s):	Date of birth:
Other former names such as maiden name:	National insurance number:
DfE reference number (where applicable):	
Please state where you saw this position advertised:	
Do you have Qualified Teacher status (QTS)?	
Address:	
Postcode:	
Telephone numbers Home: Mobile: Work:	
Email Address:	
May we contact you at work? (YES/NO)	
Do you need a work permit?	
Do you have permission/entitlement to work in the UK?	
Do you hold a valid UK driving licence?	

PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)

**PRESENT or MOST RECENT EMPLOYMENT DETAILS**

**Are you currently employed or unemployed?**

**Name and address of current or most recent employer:**

**Job Title:**

**Nature of business:**

**Current Salary:**

**Start date of current or most recent employment:**

**Leaving date or notice required:**

**When would you be able to start work?**

**Reason for leaving current or most recent employment:**

**PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)**

**Please give a brief description of your current or most recent duties / responsibilities and achievements or attach a copy of your Job Description.**

**PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)**



Please identify, with explanation, any periods when you were not in employment, education or training.

<b>PREVIOUS EMPLOYMENT DETAILS (IN CHRONOLOGICAL ORDER)</b>				
<b>Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.</b>				
<b>Employer's name and address</b>	<b>Job title</b>	<b>Dates employed</b>		<b>Reason for Leaving</b>
		<b>From</b>	<b>To</b>	

**PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)**

**GAPS IN YOUR EMPLOYMENT HISTORY**

**Please give details of any gaps in your employment history below:**

--

**EDUCATION AND OTHER TRAINING DETAILS**

**Please list all universities / colleges / schools attended together with details of other training you have undertaken relevant to the position you have applied for. Please include any 'O' levels, GCSE's, A levels etc.**

<b>Name of university / college / school</b>	<b>From</b>	<b>To</b>	<b>Qualifications / skills / training courses and results (where appropriate – see also below)</b>

**Please give details of your ICT skills indicating a level of expertise if possible:**

--

**PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)**

**PROFESSIONAL / OTHER QUALIFICATIONS**

<b>Qualifications obtained</b>	<b>Date</b>	<b>Awarding body</b>

**GENERAL QUESTIONS**

**Please give details of any membership of any professional body to which you belong:**

**Please give details of any courses you have attended in the last five years:**

**PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)**

**Please list any specialist subject(s) that you would be able to teach if you are applying for a teaching post in Years 3 to 6:**

**Please give details of any membership of working parties or committees below:**

**How many days absence from work have you taken in the last twelve months:**

**Please list your wider activities and interests:**

**PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)**

## REFEREES

Please give the name, address and other contact details of at least two referees who can comment on your suitability for this position. One must be your current or most recent employer. (NOTE: If you are an applicant who is not currently working with children, but has done so in the past, one referee must be the employer by whom you were most recently employed in work with children).

A referee who is a current or previous employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired, whether you have been the subject of any child protection concerns, and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, your previous relevant employer will be asked about these issues.

References will not be accepted from relatives or from people writing solely in the capacity of friends. 'Open references' cannot be accepted. We reserve the right to take up further references from any other previous employer.

To comply with good practice for safeguarding children, references will be obtained prior to any formal interview.

## REFEREES

### Current / most recent employer

Name:

Address:

Telephone no:

Fax no:

Mobile no:

Email address:

In what capacity do you know this referee?

### Other referee

Name:

Address:

Telephone no:

Fax no:

Mobile no:

Email address:

In what capacity do you know this referee?

Please give as much information as you can above, as it can sometimes be difficult to contact referees. Email addresses are essential and we will need to telephone your referees to verify your references (pursuant to safeguarding legislation).

PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)

### Statutory Requirements

**Please note: the post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and 'bind-overs', including those regarded as 'spent', must be declared. Please sign the declarations within this box.**

- I am not recorded on the Children's Barred List.
- I am not disqualified from work with children.
- I am not subject to sanctions imposed by a regulatory body (e.g. NCTL).
- I am not subject to a prohibition order within the meaning of the Childcare Act 2006 (Disqualification Regulations 2009)

**Signature:**

**Date:**

- 
- I have no convictions, cautions or 'bind-overs', or if I do I have attached to this form details of their record in a sealed envelope marked "confidential".

**Signature:**

**Date:**

High March is an Equal Opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that, where appropriate, the successful applicant will be required to provide a DBS Disclosure at the appropriate level for the post.

### SUMMATIVE DECLARATION

**I declare that to the best of my knowledge and belief the information given above is correct and that I know of no reason, on grounds of mental or physical health why I should not be able to discharge the responsibilities required by the post in question.**

**I confirm that I do not require High March to make any further reasonable adjustments to working conditions /equipment to accommodate any disability/condition other than those disclosed above. I understand that my employment with the School is conditional upon verification of my medical fitness and that I may be required to attend a medical examination.**

**I understand that any false statement on this form is an offence and may result in my application being rejected, also that failure to disclose relevant information or providing false information may result in termination of my employment, the withdrawal of an offer of employment or my summary dismissal from High March if selected / appointed, and possible referral to the police.**

**PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)**

**Applications will only be accepted using this form and with an accompanying handwritten letter of application. CVs will not be accepted in place of an application form.** Using the person specification that you have been sent with your application pack, your letter should demonstrate, using examples, your suitability for the positions you are applying for. Please include your reasons for applying for and interest in this position. This should include any relevant experience gained whilst undertaking previous jobs and from “other-than-paid” work such as at home, in the community or through voluntary, leisure or college activities.

Please note that incomplete or incorrectly completed application forms will be returned to, or queried with, the applicant where the deadline for completed application forms has not passed.

<b>Signature:</b>	<b>Date:</b>
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**PLEASE RETURN THE COMPLETED FORM TO: [recruitment@highmarch.co.uk](mailto:recruitment@highmarch.co.uk)**

**OR POST TO:**  
Mrs K. E. Gater, Headmistress  
High March  
Ledborough Lane  
Beaconsfield, Bucks, HP9 2PZ

## APPENDIX 6



# High March

### APPLICANT REFEREE EVALUATION – for a teacher

Applicant:
Post applied for:
Current post held:

Part I					
Please comment on the above named applicant's ability in respect of each of the statements below:					
	Excellent (Top 5%)	Very Good/Good	Average	Below Average	Not included in present responsibilities
<b>Management Skills</b>					
Strategic planning skills					
Ability to lead and motivate					
Line management and monitoring					
Ability to take appropriate decisions					
Communication skills					
Organisational skills					
Contribution to teamwork					
<b>Teaching and Learning Skills</b>					
Knowledge of subject					
Overall effectiveness in the classroom					
Use of differentiated teaching skills					
Lesson planning/evaluation					
Relationship with pupils					
Setting high but realistic expectations of pupils					
Ability to 'add value' to pupils' learning					
Ability to inspire pupils					
Commitment to pupils' development					
	Excellent (Top 5%)	Very Good/Good	Average	Below Average	Not included in present responsibilities
Ability to promote a high level of pupil discipline					
Regular and constructive marking					



Effectiveness as a Form Teacher					
General					
ICT Skills – please indicate level of understanding and use					
Self-motivation to work hard and meet deadlines					
Ability to remain calm under pressure					
Ability to manage change					
Personal impact and presence					
Energy and enthusiasm					
Relationship with colleagues					
Relationship with Senior Leadership and Management Team					
Attendance and punctuality					
Commitment to personal professional development					

## Part II

**What strengths do you consider the applicant could bring to this post?**

**Would you have any reservations about the applicant's ability to fulfil any areas of the job description?**

**Overall, what is your assessment of the applicant's suitability for the post?**

**Have you been satisfied by the applicant's professional conduct?**

**How long have you known the applicant and in what capacity?**

**In what relationship do you know the applicant?**

**Do you have knowledge of his / her day-to-day work within a school environment?**

**How long has or did the applicant work for you? Please also give the dates of employment and the reason for leaving.**

**What is the applicant's current post?**

**How many days absence have been taken in the last 12 months?**

### **Part III**

**High March is committed to safeguarding children and is required to ask the following questions:**

**Are you completely satisfied that the applicant is a suitable person to work with children? (If not, please give specific reasons for your concerns)**

**To the best of your knowledge has the applicant ever been subject to any disciplinary procedures related to the safety and welfare of children or young people, including any in which the sanction has expired? If so please give details.**

To the best of your knowledge has the applicant ever been subject to any allegations or concerns relating to the safety and welfare of children or young people that may or may not have been investigated? If so please give details.

Are you satisfied, to the best of your knowledge, that the applicant is not involved in “extremism” or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faith and beliefs? Extremism also includes calls for the death of members of the armed forces, whether in this country or overseas.

Are you aware of any performance management issues, disciplinary investigations or disciplinary offences, including any that are “time expired”, concerning the applicant?

If yes, please give details below and continue on a separate sheet if necessary.

Any other comments:

Reference completed by:

Name: (Please print)

Signature:

Organisation:

Position:

Address:

Date:

Email Address:

**Contact Phone Number:**

## APPENDIX 7



# High March

### **Reference request for Peripatetic staff or volunteers** **RECRUITMENT PRO FORMA**

Please fill in the answers to the questions on this form accurately and honestly. High March School is committed to safeguarding and promoting the welfare of children and young people and the responses on this form are a vital contribution towards this. It is therefore important that this form does not include any material misstatements or omissions. Please note that relevant factual content may be discussed with the applicant before any appointment is made.

<b>Name of applicant:</b>
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<b>Post applied for:</b>
--------------------------

<b>How long have you known the applicant?</b>	
<b>In what relationship do you know the applicant?</b>	
<b>Do you have knowledge of his / her day-to-day work within a school or childcare environment?</b>	
<b>How long has or did the applicant work for you?</b>	
<b>Are you completely satisfied that the applicant is a suitable person to work with children? If not, please give specific reasons for your concerns.</b>	
<b>What is the applicant's current post? Please give the dates of employment and the reason for leaving.</b>	
<b>How many days' absence have been taken in the last 12 months?</b>	
<b>Have you been satisfied by the applicant's performance in his/her current role? If not, please give details.</b>	
<b>What strengths do you consider the applicant could bring to this post?</b>	
<b>Would you have any reservations about the applicant's ability to fulfil any areas of the post applied for?</b>	

Have you been satisfied by the applicant's professional conduct?	
Has the applicant been subject to any disciplinary procedures for which sanctions are still current? If so, please give details.	
To the best of your knowledge has the applicant ever been subject to any disciplinary procedures related to the safety and welfare of children or young people, including any in which the sanction has expired? If so, please give details.	
To the best of your knowledge has the applicant ever been subject to any allegations or concerns relating to the safety and welfare of children or young people that may not have been investigated? If so please give details.	
Are you satisfied, to the best of your knowledge, that the applicant is not involved in "extremism" or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faith and beliefs? Extremism also includes calls for the death of members of the armed forces, whether in this country or overseas.	

In the space below please write, in confidence, a statement of your support to include your opinion as to the suitability of the applicant for the post applied for.

<b>Reference completed by:</b>
<b>Name:</b> (Please print)
<b>Signature:</b>
<b>Organisation:</b>

<b>Position:</b>
<b>Address:</b>
<b>Date:</b>
<b>Email Address:</b>
<b>Contact Phone Number:</b>

## APPENDIX 8



# High March

### CONFIDENTIAL: MEDICAL QUESTIONNAIRE

Name	
Date of birth	
Job Title	
Address:	
Name, address and phone number of GP:	
Emergency Contact details:	

**Please complete this questionnaire. As a result of the information you have given you may be referred to a doctor appointed by the School so that a medical examination can be carried out**

Covid Vaccination Status	No	Yes	If Yes give the dates of each dose including the booster:
Have you had your Covid 19 vaccinations?			

Have you ever suffered from any of the following illnesses?	No	Yes	If 'yes' give details including date, amount of time lost from work/school, treatment
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, migraines			
Vertigo, giddiness or tinnitus			
Heart disease, high blood pressure			
Asthma, bronchitis, tuberculosis, or other chest or lung disease			
Liver disorder			
Kidney or bladder problems			



Recurrent backache, arthritis, rheumatism			
Any blood disorder			
Eczema, dermatitis, other skin conditions			
Diabetes, thyroid or gland problems			
Hay fever, allergies to drugs, animals etc.			
Any recurrent infections			
Any impairment of immunity to infection			
Hernia			
Any alcohol or drug related problems or illness			
Any other medical condition, physical or mental, not mentioned above			
<b>Have you ever:</b>	<b>No</b>	<b>Yes</b>	<b>If yes, please give details</b>
Ever undergone a surgical operation or been admitted to hospital for any reason			
Had more than 20 days' sickness in the past two years			
Been refused or dismissed from employment for health reasons?			
Ever been, or are, a Registered Disabled Person?			
Ever been made ill by your work?			
<b>Present health status</b>	<b>No</b>	<b>Yes</b>	<b>If yes, please give details</b>
Are you at present taking any medication prescribed by a doctor?			
Are you at present taking any treatment prescribed by a doctor?			
Do you have any physical disability necessitating special aids, or requirements for access to the premises?			
Do you have any other relevant health problems?			

In order that we can comply with our legal obligations under the Equality Act 2010, please give details of any reasonable adjustments you would require within the meaning of the Disability Discrimination Act:

### Declaration

I declare that to the best of my knowledge and belief the information given above is correct and that I know of no reason, on grounds of mental or physical health why I should not be able to discharge the responsibilities required by the post in question.

I confirm that I do not require High March School to make any further reasonable adjustments to working conditions /equipment to accommodate any disability/condition other than those disclosed above.

I understand that the School is legally required to verify my medical fitness for the role, that my employment with the School is conditional upon verification of my medical fitness and that I may be required to attend a medical examination.

I understand that failure to disclose relevant information or providing false information may result in termination of my employment or the withdrawal of an offer of employment.

I confirm that I shall continue to keep the school informed of any medical condition which might impact upon the performance of my duties.

I consent to the School retaining this medical form and any other information about my medical fitness on my confidential personnel file for the duration of my employment. I understand and agree that the

School may use any medical information about me to help discharge its obligations towards me as an employer as and when it is necessary, or reasonable, to do so.

I hereby give my consent to High March processing the data supplied above within the meaning of the Data Protection Act and GDPR.

Signature:

Date :

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**SAFER RECRUITMENT PROCEDURES**

Full name of applicant			
Address			
Phone No			
Email			
DOB			
Position applied for			
First day of Regulated Activity / Contact with children			
First day of employment			
Nationality	British		
	Date	Initials	Comments / docs seen
Application form sent			
Completed application form received			
Invitation to interview letter sent			
Self Declaration Form			
Letter to referees sent:	Name		
	Name		
	Name		
References rec'd from		Date rec'd	Verified by phone: Date Initials
	Name		
	Name		
	Name		
		Date	Initials Comments / docs seen
Original documents seen for DBS check:			
Passport to verify ID, Nationality and right to work			
Address verified			
Date of Birth verified			
Qualifications verified			
Medical fitness confirmed			
Conditional offer of employment letter sent (+ enclosures)			
DBS application procedure completed, (inc. Barred List check)			
DBS Clearance			
Date DBS seen			
If lived or worked outside UK / EEA - checks completed			
Prohibited List checked			
Prohibition from Management check			
3 month rule			
Barred List check undertaken, (if necessary, separate check)			
Online/Social Media Search			
Safeguarding Training Certificate			
Prevent / Channel Certificates			
Food Hygiene and Safety (EYFS only)			
First Aid (EYFS PFA) certificate			
Induction Meeting			
Health and Safety Briefing			
Child Protection Briefing			
Induction Form / Volunteer Form signed			
Training Record Setup			
Offer accepted in writing			
Central Register of staff appointments completed			
Contract start date			
Employment contract and enclosures issued			
Provisional to permanent letter issued			
Comments, (initialled and dated)			
Checked/Reviewed		Date Initials	Comments