



Yarrells School & Nursery

SAFER RECRUITMENT POLICY

Policy Lead (Position (and Initials)): **Director of Operations (JR)**

Date of Last Review: **May 2022**

Date of Next Review: **September 2022**

Mission Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. In order to help safeguard and promote the welfare of all its pupils Yarrells School is committed to a thorough and consistent Safer Recruitment Policy.

Yarrells has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

The recruitment and selection process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.

Safeguarding

Yarrells is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. Preventing those who might wish to harm or abuse children from engaging in area of responsibility at Yarrells, whether paid or voluntary, is a top priority. The whole School community is expected to share this commitment.

We will include this statement on information for potential staff. For more information regarding Safeguarding, please see our Safeguarding Policy.

We realise that all staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical or emotional harm. Children have the right to be safe and to be treated with respect and dignity. Therefore, trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils and adopt a child-centred approach considering at all times, that is the best interests on the child. Failure to do so may be regarded as professional

neglect. *All staff are expected and encouraged to disclose and record any concerns without any fear of any recourse or consequences to them for their actions in doing so.*

It is the policy of the School to positively value and respect people regardless of their gender, ethnic origins/racial groups, religion, culture or linguistic background. A member of staff is employed because that person is considered to be the best person for the job.

Alongside safeguarding and promoting the well-being of children, staff are expected to promote inclusiveness throughout the School community and they should actively and positively support our Equal Opportunities policy.

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicants as possible; this will normally entail external advertisement. For all advertised posts, applications are welcomed from both existing members of staff as well as from external applicants.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children and will refer to the need for the successful applicant to undertake an enhanced criminal record check.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Our aim is to have a fair and impartial selection policy.

Job Descriptions and Person Specifications

The job description is a key document in the recruitment process and will be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

Application

When recruiting, we will use an application form to obtain a common set of core data from all applicants. For applicants for all types of post, the form will obtain:

- Full identifying details of the applicant, including current and former names, date of birth, current address and National Insurance number
- A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which he/she is applying with details of the awarding body and date of award
- A full employment history in chronological order (with the most recent first) since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment

- Details of at least two referees. One referee should be the applicant's current or most recent employer. Where an applicant who is not currently working with children has done so in the past, we will also obtain a reference from the employer by whom the person was most recently employed in work with children. If the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether the applicant has been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children, but has done so in the past, that previous employer will be asked about those issues. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends
- A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and **how he/she meets the person specification**

We will require a signed statement that the person is not on the Children's Barred List, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. National College for Teaching and Leadership (NCTL), and either has no convictions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

We will make it clear that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

Interviews

A short list of candidates for whom we have received satisfactory references will be interviewed. The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. In fairness to all candidates, interviewers will use a standard set of questions, including safeguarding questions. The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate.

The candidate will be sent arrangements for the interviews including time and place, directions to the venue and membership of the interview panel. A copy of the job description will outline the requirements of the post, against which the candidate will be measured.

Candidates will be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, a diploma, or a letter of confirmation from the awarding body. If the candidate cannot produce original documents or certified copies, written confirmation of his/her qualifications must be obtained from the awarding body.

Candidates invited to an interview will also be required to bring evidence of their identity and address. Only original documents will be accepted and the School will take photocopies.

At Yarrells, we generally require a panel of at least two interviewers, which allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel will:

- Have the necessary authority and expertise to make decisions about the appointment;
- Meet before the interview to agree their assessment criteria in accordance with the job description and personal specifications.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore areas such as: teaching style, professional relationships and employment history.

Candidates for teaching posts or teaching assistant posts will be expected to spend some time interacting with the children in a classroom situation.

Feedback to Unsuccessful Applicants Following Interview

If requested by the applicant, verbal feedback will be given by a member of the interview panel.

Conditional Offer of Appointment and Pre-appointment Checks

On completion of the interview process an offer of appointment to the successful candidate will be made, conditional upon:

- Verification of a candidate's identity
- Verification of candidate's right to work in the UK/work permit and appropriate checks on candidates who have worked or been resident outside the UK
- A check of DfE Children's Barred List and an enhanced DBS disclosure
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional status
- A check that the candidate is not subject to a prohibition order for teaching or management
- Satisfactory completion of the probationary period
- Receipt of two satisfactory references, verified verbally

All checks should be:

- Confirmed in writing
- Documented and retained on the personnel file
- Followed up where they are unsatisfactory or there are discrepancies in the information provided

If any of these should prove to be unsatisfactory, the offer will be withdrawn as documented in the letter of offer. Where there are serious concerns about the applicant's suitability to work with children, the facts will be reported to the police and/or the DfE Children's Safeguarding Operations Unit.

Unsuccessful candidates will be notified in writing.

DBS (Disclosure and Barring Service) Certificate (formerly known as CRB)

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

Successful applicants will be required to undertake an Enhanced Level Criminal Record check with the Disclosure and Barring Service (DBS) and the Certificate obtained prior to commencement of employment.

The DBS no longer issues Disclosure Certificates to employers. New employees must bring their Certificate to the HR Department before they commence work so that the details can be noted for our records.

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. The School may allow the candidate appointed to commence work providing the appointment is not formally confirmed and:

- the DBS application has been made in advance;
- a satisfactory check of the barred list, plus vetting and other relevant checks have been completed satisfactorily;
- appropriate safeguards are in place (for example, monitored supervision) and reviewed at least every two weeks;
- the person in question is informed what these safeguards are, and a note is added to the single central register and evidence kept of the measures put in place.

New Employee Induction

There is an induction process for all newly appointed staff and volunteers, including teaching staff, regardless of previous experience. The purpose of the induction is to:

- Provide training and information about policies and procedures, including supervision and performance management
- Support individuals in such a way that is appropriate for the role for which they have been engaged
- Confirm the conduct expected of staff within the school
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme for all staff includes information about, and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare, e.g. child protection, anti-bullying, anti-racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures
- Safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment
- How and with whom any concerns about those issues should be raised
- Other relevant personnel procedures

Monitoring

We will monitor both the recruitment process and induction arrangements to allow for future recruitment practices to be better informed where necessary. This policy will be reviewed annually by the Advisory Governing Body in conjunction with the Director of Operations.

Definition of Regular and Regulated Activity

For the purpose of assessing whether a person is working in regulated activity, 'regular' includes 'frequent' and these are defined together as follows:

- frequently (once a week or more often)
- or on 4 or more days in a 30-day period
- or overnight (between 2am and 6am)

The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- i) regular (see above) work in schools with opportunity for contact with children. Not work by supervised volunteers
- ii) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children, if done 'regularly' (see above)
- iii) relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional; Applies to any child, even if done only once

ISI Handbook for the Inspection of Schools – The Regulatory Requirements, February 2016

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions that involve working with, or having access to pupils. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

Dealing with convictions

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. Instead, each case will be decided on its merits in accordance with the objective assessment criteria and guidance current at the time of application.

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and the School shall consider:

- the nature, seriousness and relevance of the offence
- how long ago and at what age it was committed
- whether the applicant has a pattern of offending behaviour
- other relevant factors to include changes in circumstances and the circumstances surrounding the offence and the explanation(s) offered by the convicted person

A formal meeting with either the Designated Safeguarding Lead or the Headteacher will take place to establish the facts and a decision made following this meeting.

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

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

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

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

Retention and security of disclosure information

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

Portability of DBS Certificates

Staff may elect to join the DBS Update Service if they are likely to require frequent future checks for a small fee, which is payable by the applicant. Applicants can register online using the application form reference number. Alternatively, once the DBS certificate has been received they can, within 19 days of the certificate being issued, register with the certificate number.

Prohibition Check

Having regard for an order made by the National College of Teaching and Leadership (NCTL) on behalf of the Secretary of State, barring a person from carrying out “teaching work”, the school will carry out a Prohibition Check (from April 2012) 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 candidates who have lived or worked outside the UK

DBS checks will be requested for applicants with recent periods working or residing outside the UK and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a disclosure, if one is available in the relevant

jurisdiction(s). In addition, advice on obtaining criminal record information from overseas police forces, published by the Home Office on GOV.UK will be followed. The school will also have regard to Department for Education guidance on the employment of teachers trained outside of the UK 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.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence, National Insurance number etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

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

Medical Fitness

The School is aware of its duties under the Equality Act 2010. Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in school and on individual personnel files, a single, centralised record of recruitment and vetting checks is kept in accordance with legal requirements and ISI regulations.

All individuals who work in regular contact with children, including members of the Advisory Governing Body, volunteers and those employed by third parties (contractors, supply agencies) are included. The register is kept up to date and retained by the HR Department.

A designated members of the Advisory Governing Body will be responsible for overseeing and randomly auditing the Single Centralised Register and reporting his/her findings to full Governing Body.

Record Retention / Data Protection

The school will retain any relevant information provided on the application form (together with any attachments) on the personnel file of candidates who are offered and accept the position for which they have applied. Personnel files are kept in the HR Office in a locked and secure cabinet.

From April 2014, DfE guidance requires that schools retain copies of identity documents, right to work, medical fitness and qualifications. 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.

The School will retain all application forms and interview notes for unsuccessful applicants for a period of six months, after which time the notes will be destroyed. The retention period is in accordance with the Data Protection Act 1998 and will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to a Employment Tribunal. If the school wishes to retain the name and details of unsuccessful candidates on file for future vacancies, the candidates will be informed and offered the opportunity to remove their details from the school's records.

COVID-19

Where an employee has returned to work after furlough they will be deemed an extant member of staff and will not be required to undertake new checks.

Third party contractors/outside providers of extra-curricular clubs and activities will be risk assessed on an individual basis and a note placed on their file, and, where possible, a check against the DBS Update Service will be made and recorded on their file.

Appendices:

1. Recruitment and Selection Checklist
2. Reference Request Form
3. Job Application Form and notes to go with Application
4. Induction Pro forma
5. Recruitment Checks Procedure
6. Vetting checks on Volunteers (from ISI Regulatory Requirements guidance)

Appendix 1: Recruitment and Selection Checklist

Planning

Timetable decided: application pack provided to applicants to be 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 i.e. 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 shortlisting.

Shortlist

A shortlist will be prepared according to the person specification for the advertised post.

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 applicant (at interview if possible).

Invitation to Interview

Invitation will include all relevant information and instructions, including evidence of identity and qualifications. Interviews will be arranged no later than two weeks after the application closing date.

Interview Arrangements

At least 2 interviewers; panel members must have authority to appoint, have met beforehand and agreed issues and questions/assessment criteria/standards.

Interview

Explores applicant's suitability for work with children as well as for the post. 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 to complete application for DBS Disclosure.

Conditional Offer of Appointment and Pre-appointment Check

Offer of appointment is made, conditional on satisfactory completion of the following pre-appointment checks and for a probationary period.

References – (if not obtained and scrutinised previously)

Identity – (if not verified straight after the interview) *Copies will be retained by the school*

Qualifications – (if not verified on day of interview). *The school will retain copies of main qualifications*

DBS – Where appropriate satisfactory DBS Disclosure received

Children's Barred List – person is not prohibited from taking up the post

Right to work in the UK – suitable work permit or passport

Checks for candidates who have lived or worked outside the UK – if coming from outside of the UK or has worked outside of the UK within the last 5 years

Prohibition from teaching – required for those carrying out teaching work

Prohibition from management – required for proprietors, Heads, SLT and teacher heads of department

Health – the candidate is medically fit

Appendix 2: Reference Request Form

Reference Request

A candidate has given you as a referee; we'd welcome your opinion on their suitability for the role they've applied for.

This reference forms an important part of the recruitment process both in determining the suitability of the candidate to perform the duties required and in the safeguarding of children through Safer Recruitment.

Please be aware that references provided to us cannot automatically be held in confidence if the individual it relates to makes a request, under GDPR 2018, to see it and we have a duty to share it with them unless an exemption applies.

Please complete and submit the following form at your earliest convenience. If you have any questions, please contact James Renwick: j.renwick@yarrells.co.uk

* Required

Role applied for:

xxxxxx

1. Candidate's first name *

2. Candidate's surname *

Candidate's Employment Details

3. Name of establishment employed at *

Appendix 2: Reference Request Form

4. Type of establishment the candidate is/was employed at *

Mark only one oval.

- School
- College
- Nursery
- University
- Other: _____

5. Position the candidate holds / held *

6. Candidate's most recent salary *

7. Please confirm your relationship with the candidate *

e.g. Head Teacher, Line Manager, Supervisor, Mentor, etc.

Mark only one oval.

- Head Teacher
- Supervisor
- Line Manager
- Year Group Leader
- Mentor
- Other: _____

8. Employed from *

Example: January 7, 2019

Appendix 2: Reference Request Form

9. Employed to *

Please enter today's date if they are still employed by you

Example: *January 7, 2019*

10. If different from the date of employment, how long have you known the candidate?

11. Candidate's reason for leaving (if known) *

12. Please describe the school / environment and subject / age group in which this * candidate worked / trained

13. Please describe the candidate's main duties and responsibilities *

Appendix 2: Reference Request Form

14. Please detail those professional skills or areas of work which the candidate needs to develop or improve *

15. Did the candidate perform satisfactorily? *

Mark only one oval.

Yes

No

16. Would you re-employ this candidate? *

Mark only one oval.

Yes

No

Character Reference

Please take your time to provide answers as detailed as possible.

17. Please provide a free format description of the candidate including how long you have known them and in what capacity. *

Appendix 2: Reference Request Form

18. Please comment on the candidate's suitability for this appointment. If possible, * please include their strengths and weaknesses.

19. Please detail any other information which is relevant to this applicant *

Candidate's
Suitability
to Work
with
Children

Yarrells Preparatory School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. Preventing those who might wish to harm or abuse children from engaging in areas of responsibility at Yarrells, whether paid or voluntary, is a top priority. The whole School community is expected to share this commitment.

Please comment on the candidate's experience and interactions with the following:

20. Children *

Appendix 2: Reference Request Form

21. Other Adults (e.g. parents, colleagues etc.) *

22. Are you completely satisfied that the candidate is suitable to work with children? *

Mark only one oval.

Yes

No

23. If you selected "No" above, please provide further detail

Statutory Information

24. Are you aware of any criminal convictions relevant to the candidate's suitability of this role? *

Mark only one oval.

Yes

No

25. If you selected "Yes" above, please provide further detail

26. Has this person been subject to disciplinary proceedings? *

Mark only one oval.

Yes

No

27. If you selected "Yes" above, please provide further detail

28. Are you aware if the candidate has aired any extreme views on British Values? *

Mark only one oval.

Yes

No

29. If you selected "Yes" above, please provide further detail

30. Any additional details

31. Are you happy for the contents of this reference to be disclosed to the candidate? *

Mark only one oval.

Yes

No

Your Details

32. Your first name *

33. Your surname *

Appendix 2: Reference Request Form

34. Your current employer *

35. Your position *

36. Contact telephone number *

37. Contact email address *

Data Protection

All references are treated confidentially unless you have specifically indicated that you are happy for your comments to be shared with the candidate. However please note that a candidate can make a request to see a copy of any references written about them including this one under the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

38. I accept that this reference will be treated in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) *

Check all that apply.

I agree to this declaration

Declaration

39. I confirm that I am the above named person and all of the information that I * have provided is accurate to the best of my knowledge

Check all that apply.

I agree to this declaration

Appendix 3: Application Form

Yarrells House, Upton, Poole, Dorset, BH16 5EU
Telephone: 01202 622229 Website: www.yarrells.co.uk

APPLICATION FOR EMPLOYMENT

TEACHING AND TEACHING SUPPORT POSTS

FULL NAME:

POSITION FOR WHICH YOU ARE APPLYING:

1 PERSONAL DETAILS			
Surname:		First Names:	
Title: MR/MRS/MISS/MS/DR		Preferred name:	
Any former names:		Date of birth:	
Home address:		Address for correspondence (if different):	
Post code:		Post Code:	
Tel no: (mob)		Email:	
(home)		National Insurance no:	
(other)		Are you legally entitled to work in the UK? YES/NO	
TRN / DfE number:			
If you are not a UK, EEA or Swiss national, please give details of your permission to work, specifying the type and length of visa or permit.*			
2 EDUCATION AND QUALIFICATIONS (to include details of QTS where appropriate)			
School/College/University	Dates attended	Qualifications obtained / Examinations passed / Awarding Body	Date
Membership of professional institutions and other training/knowledge relevant to this post			
3 EMPLOYMENT HISTORY			
Present or most recent employer:			

Appendix 3: Application Form

Address:			
Job Title:		From:	To:
Brief description of responsibilities:			
Reason for wanting to leave:			
Notice required (or when you could join us):		Current salary:	
Provide a full employment history in chronological order (most recent first) to include: periods of work in the UK and abroad; education/training; voluntary work; travel; career breaks; and any periods not in employment or education. <i>Continue on separate sheet if required</i>	Dates MM/YYYY	Position held and brief description of duties	Reason for leaving

4 ADDITIONAL INFORMATION

Do you have a current clean driving licence? YES/NO

Hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs. Please declare any family or close relationship to existing employees of the School.

5 STATEMENT OF FITNESS TO WORK

Do you believe you are medically fit to undertake the role for which you are applying? YES/NO
If no or unsure, please give further details.

6 PERSONAL STATEMENT

Appendix 3: Application Form

Please state why you believe your qualifications, experience and personal qualities fulfil the requirements of this post, and any other information to demonstrate your suitability for the post.

Continue on separate sheet if required

7 REFERENCES

Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your school head teacher or college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. Open references provided by you will also not be accepted.

Name:

Name:

Job Title:

Job Title:

Address:

Address:

Tel nos:

Tel nos:

Email:

Email:

Relationship:

Relationship:

*It is our practice to take up references before interview unless requested not to do so. If you do **not** wish us to contact a referee at this stage, please mark the alongside the name with a cross.*

8 SIGNATURE

I confirm that the above information is true and accurate.

Signed:

Date:

* ENTITLEMENT TO WORK IN THE UK

If you are UK, EEA or Swiss national, you are legally entitled to work in the UK.

Appendix 3: Application Form

You are a European Economic Area (EEA) national if you are a citizen or national of one of the following countries. If you have permanent residence in, but not citizenship of, any of these countries, you are not an EEA national:

Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

Iceland, Liechtenstein and Norway are EEA member states, but they are not members of the European Union (EU).

Switzerland is not a member of the EU or the EEA. However since 1 June 2002, Swiss nationals have had rights which are similar to those of nationals of EEA countries. The information in this area of the website applies to both EEA and Swiss nationals.

SAFEGUARDING STATEMENT

The Yarrells School Safeguarding Strategy forms a fundamental part of our approach to providing excellent pastoral care to all pupils. We believe that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse.

The objective of the Safeguarding Strategy is to help keep our pupils safe by providing a safe environment for them and to educate them about keeping themselves safe.

The Safeguarding Strategy consists of:

1. Yarrells School Safeguarding Policy
2. Yarrells School Safeguarding Procedures
3. Training to equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of pupils.

The Safeguarding Strategy provides a clear framework within which we develop systems and local procedures to:

- Prevent unsuitable people working with children
- Identify pupils who are at risk of, and/or are likely to suffer significant harm and take appropriate action with the aim of making sure they are safe
- Record and share information appropriately
- Respond to allegations against staff and volunteers
- Promote safe practice and challenge poor and unsafe practice

Adherence to Yarrells School Safeguarding Strategy is mandatory for **all** staff and volunteers.

We recognise that safeguarding covers much more than child protection and so this strategy will operate in conjunction with related policies and procedures, such as effective whole school policies on Anti-Bullying; Behaviour; E-Safety; Equal Opportunities; Health and Safety; Secure Storage of Information; Staff Recruitment etc.

Our approach to safeguarding is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

Appendix 3: Application Form

We are committed to working in partnership with parents; safeguarding agencies and diverse communities, to continuously develop and improve the safeguarding culture within our school.

DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) and is responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

The appointment for which you are applying involves access to children and is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment are subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not debar you from appointment unless we consider that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of a Disclosure being sought, this information should be sent under confidential cover to the person inviting you to interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

If you are currently working or have previously worked with children, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be "time expired", and whether you have been the subject of any child protection concerns. Providing false information is an offence and could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

Appendix 3: Application Form

YARRELLS SCHOOL

EQUAL OPPORTUNITIES MONITORING FORM

Yarrells School is committed to equal opportunities. One aim of this policy is to ensure that you and other job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion or belief.

To **monitor** this policy, we should be grateful if you would complete and return this form. The information you give will be treated as strictly confidential and will be used only for Equal Opportunities monitoring purposes. This form will be detached from your application form, will not be used at any stage of the selection process and will be destroyed after evaluation has taken place.

POSITION APPLIED FOR:	
DATE OF APPLICATION:	
FULL NAME:	
PREVIOUS NAME:	

Equal Opportunities details

GENDER:	
MARITAL STATUS:	
AGE:	
NATIONALITY:	
CULTURAL/ETHNIC BACKGROUND:	

Disability

Are you disabled or do you have any conditions (i.e. a physical or mental impairment that has a substantial long-term effect on your ability to carry out normal day-to-day activities) that may require adjustments to your work or working environment?

Yes No

If you have answered "Yes" to this question, please indicate here any special arrangements which you might require if you are selected for interview.

Appendix 4: Induction Form

Yarrells School

STAFF INDUCTION



At Yarrells, we have an induction process for all newly appointed staff and volunteers, regardless of previous experience. The purpose of the induction will be to:

- ✓ Provide training and information about policies and procedures
- ✓ Support individuals in their role
- ✓ Confirm the staff code of conduct and expected professional behavior
- ✓ Provide opportunities for a new member of staff to ask any questions or discuss any issues or concerns about their role or responsibilities

For those appointed in a new post at Yarrells, the induction will be over the following phases:

1. Initial familiarisation inductions will take place before the first day at work with the Designated Safeguarding Lead (DSL) - Clare Cunningham (CC); and the Estates Manager - Eddie Hayes (EH).
2. There will be an informal discussion at the end of the first day with the appropriate HOD or line manager.
3. At the end of the first term, the new staff member will meet with the Head to review and discuss the first term. Once again, the new staff member will be asked that they are familiar with all the information as set out in the initial induction.

Staff Member's Name:

Role:

Date of commencement of Employment:

Date of Induction:

Subject	Comments
Welfare (SM & CC) <ul style="list-style-type: none">• Welcome and general induction• Code of Conduct• Safeguarding and children's welfare• Emergency contact details• Confidentiality of information & data protection	
School Information (SM & CC) <ul style="list-style-type: none">• Structure• Names, roles, job titles• Objectives and mission statement• Expectations, ethos and school vision	

Appendix 4: Induction Form

Subject	Comments
<ul style="list-style-type: none"> • Tour of School and introductions • Training and appraisals • Dress code and footwear • Hours of work • Sickness or other absence • Telephone use/mobiles • Drinking water in the kitchen (<i>sinks at back of kitchen only</i>) 	
<p>Role & Responsibilities (SM & CC)</p> <ul style="list-style-type: none"> • Team structure and responsibilities • Leader/colleagues • Main contacts 	
<p>Day- to-Day arrangements and Security (CC)</p> <ul style="list-style-type: none"> • Entry and exit procedure • Answering the door • School Security • Timetable • Extra duties and responsibilities • After School Clubs 	
<p>Health and Safety (EH)</p> <ul style="list-style-type: none"> • Fire exits and notices • Fire procedure and alarm testing • Fire equipment • First Aid arrangements (accident book) • Procedures in event of an accident • No smoking policy 	
<p>Significant Policies to be given to new staff member</p> <ul style="list-style-type: none"> • Safeguarding Children and ‘Keeping Children Safe in Education’ (KCSIE), Part 1 and Annex B • SEND • Confidentiality • Behaviour and Anti-bullying • Discipline and Grievance • E-safety, Acceptable Use and Social Networking • Inclusion/non-discrimination/Equal Opportunities 	

Appendix 4: Induction Form

Subject	Comments
<ul style="list-style-type: none">• Health and Safety/First Aid/Medicines	
Other important information: Please ensure you provide the school with names and telephone numbers of at least 2 people who could be contacted in the event of an emergency. Is there any information, e.g. medical conditions of which we should be aware? If so please give further details.	

DATE COMPLETE	DSL/LINE MANAGER/HEAD (Sign and Print name)	NEW STAFF MEMBER (Sign and Print name)

Appendix 5: Recruitment Checks Procedure

Yarrells Staff

ID Check – Name, DOB, address

Right to work – passport

Qualifications – teaching, coaching, relevant professional qualifications

Application Form – No CVs

Medical check

Enhanced DBS with barred list check

Prohibition from teaching – applicable to anyone in a teaching role (includes QTS, non-QTS, and TAs)

2 x references

Prohibition from management – applicable to proprietors, Head, SLT, members of the Advisory Governing Body, HoD

Checks for candidates who have lived or worked outside the UK – all applicants coming from abroad, or who have lived outside of the UK for a period of 6 months or more in the last 5 years to provide a relevant check

Staff suitability

Induction – safeguarding, policies, health and safety etc.

Read and sign most up to date version of ‘Keeping Children Safe in Education’ (KCSIE), Part 1 and Annex A

Volunteers

- ID Check – Name, DOB, address
- Qualifications – teaching, coaching, relevant professional qualifications
- Application Form – specific application form
- Medical check
- Enhanced DBS with barred list check – dependant on role, see risk assessment in notes and flow chart from ISI
- 2 x references – if in regulated activity and unsupervised
- Checks for candidates who have lived or worked outside the UK – all applicants coming from outside of the UK, or who have lived outside of the UK for a period of 6 months or more in the last 5 years to provide a relevant check - if in regulated activity and unsupervised
- Staff suitability – if in regulated activity and unsupervised
- Induction – volunteer induction
- Read and sign KCSIE

Members of the Advisory Governing Body

- ID Check – Name, DOB, address
- Right to work – passport
- Qualifications – teaching, coaching, relevant professional qualifications
- Enhanced DBS with barred list check – proprietor DBS applied for directly with DfE
- Prohibition from management – applicable to proprietors, Head, SLT, members of the Advisory Governing Body, HoD
- Checks for candidates who have lived or worked outside the UK – all applicants coming from outside of the UK, or who have lived outside of the UK for a period of 6 months or more in the last 5 years to provide a relevant check
- Staff suitability
- Induction – safeguarding, policies, health and safety
- Read and sign KCSIE

Appendix 5: Recruitment Checks Procedure

Supply staff (agency)

Schools must receive written confirmation from the relevant supply agency that the required checks have been carried out to the extent relevant to that person: identity, enhanced disclosure, right to work in the UK, Children's Barred List, prohibition from teaching, prohibition from management of an independent school, qualifications and relevant checks if they have worked outside of the UK in the last five years.

The school must also see each criminal record certificate, whether or not it discloses any information. The school is not required to retain a copy on file.

Additionally, in having regard to KCSIE, the agency should take up references, obtain a declaration of medical fitness, check previous employment history and, if applicable, check whether the person is disqualified from childcare under the Childcare Act 2006.

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

- ID Check – Name, DOB, address

External sports coaches

Schools must receive written confirmation from the relevant supply agency/company that the required checks have been carried out to the extent relevant to that person: identity, enhanced disclosure, right to work in the UK, Children's Barred List, prohibition from teaching, prohibition from management of an independent school, qualifications, and relevant checks if they have worked outside of the UK in the last five years.

The school must also see each criminal record certificate, whether or not it discloses any information. The school is not required to retain a copy on file.

Additionally, in having regard to KCSIE, the agency should take up references, obtain a declaration of medical fitness, check previous employment history and, if applicable, check whether the person is disqualified from childcare under the Childcare Act 2006.

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

- ID Check – Name, DOB, address
- Evidence of Enhanced DBS with barred list check
- Induction – safeguarding, policies, health and safety

Self Employed

- ID Check – Name, DOB, address
- Right to work – passport
- Qualifications – teaching, coaching, relevant professional qualifications
- Application Form – No CVs, simplified version
- Enhanced DBS with barred list check
- Prohibition from teaching – applicable to anyone in a teaching role (includes QTS, non-QTS, and TAs)
- 2 x references
- Checks for candidates who have lived or worked outside the UK – all applicants coming from outside of the UK, or who have lived outside of the UK for a period of 6 months or more in the last 5 years to provide a relevant check
- Staff suitability
- Induction – safeguarding, policies, health and safety
- Read and sign KCSIE

Appendix 6: Vetting checks on Volunteers (from ISI Regulatory Requirements guidance)

