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SECTION 5.30 - RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

1. Introduction

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

The School aims:

- to recruit the best possible member of staff for each position, both for teaching and non-teaching roles
- to recruit staff that share and understand the school’s commitment towards safeguarding and promoting the welfare of children
- to ensure applicants are considered consistently and equally
- to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.
- to conduct all aspects of the recruitment process in a way which, as far as possible, prevents the recruitment of any individual who is unsuitable to work with children
- to ensure the school carries out all relevant pre-employment checks and records these on the School’s Single Central Register
- to ensure compliance with legislation and statutory guidance including the Education (Independent School Standards) Regulations 2014, Part 3 of Keeping Children Safe in Education (KCSIE), the Prevent Duty Guidance for England and Wales 2015 and any guidance published by the Disclosure and Barring Service (DBS)

2. Scope of this Policy

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

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

In the case of supply staff, those employed by a third party or contract workers working within the school the regulations differ and these are outlined later in this policy. Ordinarily, the School shall obtain written confirmation from the agency, employer or other employment company that it has carried out the appropriate checks detailed later in this policy i.e the same checks the school would have carried out if it had employed the person directly. The School checks the original identity documents and the original of the DBS certificate of any such workers on arrival at the School.

Safer recruitment procedures also apply to governors and to volunteers; these are also detailed within the policy.

The level of checks required will be determined by the role and whether the person is deemed to be engaged in regulated activity.

3. Recruitment and Selection Process

Advertisement

All advertisements will include:

- a reference to safeguarding and promoting the welfare of children and young people, and will highlight the requirement for an enhanced Disclosure and Barring Service (DBS) check, including Barred List information where applicable.
- the safeguarding responsibilities of the post as per the job description and personal specification
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Form

In order to provide consistent core data for every applicant, the School will only accept applications from candidates who complete the relevant application form in full. CVs will not be accepted in substitution for completed application forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for. They will also be provided with a copy of the School's Safeguarding Policy (available on the School website) and the School's Policy on the Recruitment of ex-offenders (Appendix 2)

The School's application form includes the following details on candidates.

- Current and former names
- current address
- NI number
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- Details of their present (or last) employment and reason for leaving
- Declaration that the person has the right to work in the UK
- DfE number for qualified teachers
- Full employment history in chronological order by month and year showing all periods of employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationships to any employees or governors of Frensham Heights School
- Details of at least two referees – one of whom must be the candidate's current or most recent employer. For an employee not currently working with children, but who has done so in the past, a referee must be provided who has knowledge of the candidate's work with children.
- A statement from the applicant of their personal qualities and experience, which they believe,

meets the person specification.

Shortlisting

The School will shortlist applicants by reviewing all application forms and selecting candidates according to their professional attributes and personal qualities suited to the role and job description. Application forms will be carefully scrutinised, in order to check for any unexplained gaps in service or mid-career moves from permanent to supply or temporary work. This information will be compared to information contained in references and any discrepancies discussed with the candidate at interview.

The School will:

- ensure that at least two people carry out the shortlisting exercise
- consider any inconsistencies and look for gaps in employment and reasons given for them
- explore all potential concerns

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before a DBS certificate is received.

For example:

- if they have a criminal history
- whether they are included on the barred list
- whether they are prohibited from teaching
- whether they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's social care
- if have they been disqualified from providing childcare
- any relevant overseas information

This information will be considered and discussed with applicants at interview.

Shortlisted Applicants will also be asked to sign a declaration confirming the information they have provided on their application form and other documents is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

All candidates should be aware that providing false information is a criminal offence and could result in an application being rejected, or if appointed, in dismissal by the school and a possible referral to the police and/or DBS.

Invitation to Interview

Short-listed applicants will attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Candidates with a disability who are invited to interview should inform the School in advance of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

All formal interviews will have a panel of at least two people chaired by the Head, Chief Operating Officer or another designated senior member of staff. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors will chair the panel for the Chief Operating Officer's or Head's appointment.

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

Whenever possible, the interview will be conducted in person and questions will include an exploration of the candidate's suitability to work with children. It is recognised that not all candidates will have had experience within a school, and in such cases questions will be adapted.

Documentation to verify identity, right to work and qualifications

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

In addition, the School also requires that all candidates invited to interview bring with them evidence of their identity, right to work in the UK, and address. Valid identity documents must comply with the DBS identity checking guidelines, which are set out in Appendix 1 of this policy and include:

- one document from Group 1 (to include the birth certificate where this is available); and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address.

In cases where an applicant claims to have changed their name by marriage, deed poll, or any other means, documentary evidence of the change must be provided.

The originals of all documents are necessary. Photocopies or certified copies cannot be accepted neither can documentation printed from the internet e.g. internet bank statements.

References

The School will obtain a minimum of two references for all shortlisted candidates (including internal applicants) prior to interview. The School may also approach previous employers for information to verify particular experience or qualifications. If any candidate does not wish the School to take up references in advance of the interview, the School should be notified at the time of the application to seek its agreement to this.

One reference must be from the applicant's current or most recent employer and all references must be completed by a senior person with appropriate authority. If the referee is school or college based, the reference must be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations.

If the candidate is not currently working with children, one reference must be from the relevant employer from the last time the applicant worked with children, if the applicant has never worked with children, then one reference must be from their current employer.

Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be sent a copy of the job description and person specification for the proposed role. Referees will be asked to confirm: dates of employment, salary, job title/responsibilities, reason for leaving, performance, and disciplinary record. They will also be asked to confirm whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations but should not include information about allegations which are unsubstantiated, unfounded, false, or malicious.

The School will only accept references obtained directly from the referee and it will not rely on any references or testimonials provided by the applicant or on open references or testimonials.

The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

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

Selection

The School will use a range of selection techniques to identify the most suitable person for the post.

Pupils will usually be involved in the recruitment process, wherever appropriate. Short listed candidates for teaching posts will usually be observed teaching a lesson and other candidates may have appropriately supervised interaction with pupils.

All information considered in the decision making process will be clearly recorded along with decisions made.

4. Conditional Offer of Appointment: Pre-Appointment Checks

The level and type of pre-appointment checks required are determined by the role and any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity
3. Evidence of the right to work in the UK, including EU nationals.
4. A satisfactory enhanced DBS check and, if appropriate, a check of the Children's Barred List;
5. For a candidate to be employed as a teacher or engaged in teaching duties, a check that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
6. Verification of professional qualifications, including Qualified Teacher Status, where appropriate;
7. Verification of successful completion of statutory induction period for teaching posts (applies to those who obtained QTS after 7 May 1999);
8. Overseas criminal record checks from any countries where the candidate has worked or been resident overseas for three months or more in the last 10 years.
9. Overseas professional conduct: obtaining a letter (via the applicant) from the professional regulating authority of any countries where the candidate has worked for three months or

more in the last 10 years confirming that they have not imposed any sanctions or restrictions, on the individual concerned and/or that they are aware of any reason why they may be unsuitable to teach.

10. Evidence of satisfactory mental and physical fitness to carry out their work responsibilities;
11. Where appropriate, confirmation that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)";
12. Where the candidate will be taking part in the management of the School, a check will be undertaken to ensure the individual is not subject to a Section 128 prohibition order which prevents them from being involved in the management of an independent school
13. Additional requirements due to the School's charitable status

Certain individuals are automatically disqualified from acting in senior management positions within a charity. In this instance, whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governors, and who carries overall responsibility for the day-to-day management and control of the charity. At Frensham Heights School this would be the Head.
- A person who is accountable only to the Head or the governors, and who is responsible for the overall management and control of the charity's finances. At Frensham School this would be the Chief Operating Officer (COO).

Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

Medical Fitness

The School has a statutory responsibility to verify the medical fitness of anyone appointed to a post, after the offer of employment has been made but before the appointment can be confirmed. As such it is the School's practice that all successful candidates must complete a pre-employment health questionnaire and sign to confirm that they know of no reasons, on grounds of mental or physical health, why they should not be able to fulfil the responsibilities required by the post offered.

The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and/or layout of the School.

If a medical condition that might impair the candidate's ability to discharge the role were to be reported, the School would discuss the matter with the candidate and, if appropriate, consider with the candidate what reasonable adjustments might be made. The School may also require an additional 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, considering medical evidence and considering reasonable adjustments.

Disclosure & Barring checks

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

The School requires successful candidates to apply for an enhanced disclosure from the Disclosure and Barring Service (**DBS**) which includes a check of the Children's Barred List. This applies to all prospective staff members, governors and volunteers deemed to be working in regulated activity.

Further detailed information is available in KCSIE; however, a person will be engaging in regulated activity 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, for or in connection with the purposes of the establishment, where the work gives opportunity for contact with children; or
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Therefore, due to the circumstances of the School, only in exceptional circumstances would a post not amount to regulated activity.

DBS certificates are now issued directly to the applicant and not to the School. It is a condition of employment with the School that the original disclosure certificate is presented (in person) to the School as soon as possible. Original certificates should not be sent by post.

Applicants who are unable to present the original of their DBS certificate to the School prior to their first working day should contact the School. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

If a DBS disclosure is delayed

If a DBS is delayed, and the person is required to start at the School, a short period of work is allowed under controlled conditions, at the Head's discretion.

If a DBS is delayed, the post will not be confirmed and will be subject to the individual obtaining a satisfactory DBS. In addition, the Head will only allow the member of staff to commence work under the following conditions:

- after a satisfactory separate check of the barred list is obtained, if the person will be working in regulated activity
- that **all** other relevant checks (including any appropriate prohibition checks and references) have been completed satisfactorily;
- provided that the DBS application has been made and supporting documentation has been provided by the candidate;
- with a written risk assessment in place
- the risk assessment to be reviewed at least every two weeks by the Head/Chief Operating Officer and member of staff;
- The person in question is informed of the safeguards in place following the risk assessment
- A note is added to the single central register and evidence kept of the measures put in place.

'Porting' a DBS from another school (The 'three months' rule)

There is no requirement for the School to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked in:

- a) a school in England in a position which brought him or her regularly into contact with children aged under 18; or
- b) another institution within the further education sector in England, or in a 16 to 19 academy, in a position which involved the provision of education and caring for, training, supervising or being solely in charge of persons aged under 18.

However, if a DBS is accepted under these conditions the School must still carry out all other relevant pre-appointment checks, including (where the individual is engaging in regulated activity), a separate children's barred list check. The School must also see the original DBS certificate.

Even in these circumstances the school may still decide to apply for a new DBS disclosure.

DBS Update Service

Individuals may join the DBS Update Service at the point that an application for a new DBS check is made by paying an annual subscription fee. Subscription to the service enables status checks to be carried out by future or other employers to confirm that no new information has been added to the check since its issue.

Before using the DBS Update Service the School will

- obtain consent from the individual to carry out an online check to view the status of an existing DBS check;
- confirm the DBS certificate presented to the School matches the individual's identity;
- examine the original certificate to ensure that it is valid for the children's workforce; and,
- ensure that the level of the check is appropriate to the job they are applying for, e.g. enhanced DBS check/enhanced DBS check including barred list information.

If an individual subscribing to the Update Service has a pre-existing enhanced DBS check without barring information, this may be accepted by the school, but a separate barred list check must be obtained before the individual starts work if the work.

If an individual subscribing to the Update Service has a DBS certificate at only the standard level a new application will be required.

Qualifications

Where a role requires specific qualifications, candidates must provide original certificates prior to taking up their position to verify their qualifications. The School reserves the right to also ask for verifications of any other qualifications stated on the application form or relied on upon appointment.

Prohibition from Teaching Check (Teaching Regulation Agency)

It is a statutory requirement that a Prohibition from Teaching check must be made for any individual in the school engaged in teaching duties.

Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

- Planning and preparing lessons and courses for pupils;
- Delivering and preparing lessons to pupils;
- Assessing the development, progress and attainment of pupils; and
- Reporting on the development, progress and attainment of pupils;

The following details will be checked:- teacher's personal details, initial teacher training qualifications, qualified teacher status, induction status, supplementary qualifications, details of any active sanctions, prohibition from teaching or a suspension or conditional order imposed by the TRA that is still current.

Overseas criminal record checks

There is no statutory period of time spent overseas which requires additional checks to be made. KCSIE states that:- *schools and colleges **must** make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.*

However, the School will usually undertake overseas criminal record checks for each country the candidate has lived in for a period of 3 months or longer in the ten years prior to applying to the School.

If an individual has worked in a school in the UK since moving from overseas, without going back overseas, it is not necessary to repeat the overseas checks for subsequent appointments. However, the School will assess cases individually and will consider what overseas checks the previous school obtained prior to deciding whether to carry out further / repeated checks.

Where a candidate has lived or worked outside the UK for three months or more within the last ten years they must undergo the same checks as all other staff in the school. This includes obtaining an enhanced DBS certificate (including barred list information) for those who will be engaging in regulated activity even if the individual has never been to the UK.

Further guidance on criminal records checks for applicants who have lived overseas can be found at <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Overseas checks of professional conduct

From 1 January 2021, it is no longer possible to check the EEA list of teachers with sanctions for those candidates who have worked in the EEA.

If an applicant has taught outside the UK, in any country, the School will ask for proof of their past conduct as a teacher. This may be provided by the applicant obtaining a letter, from the professional regulating authority for teachers in each country in which they have worked, which verifies their professional conduct. The School will also ask the applicant (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.

This verification of professional conduct is separate from overseas checks of criminal records.

Where this information is not available the School will seek alternative methods of checking suitability e.g. additional references and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Prohibition from management check (section 128)

The School will check whether candidates appointed to management positions are subject to a Section 128 Direction. This is a direction made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school.

This check applies to all Governors, the Senior Management Team and teaching Heads of Department.

The School will also carry out this check for staff promoted internally to positions of management.

Disqualification under the Childcare Act 2006

This applies to staff working in the EYFS and those involved in childcare for children under the age of eight in before and after school settings, and to those who are directly concerned in the management of that childcare. It concerns how people can be disqualified under the Childcare Act 2006.

The School must not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they are 'disqualified' from childcare.

In order to fulfil its duty the School:

- informs staff of the legislation and keeps a record of the date the information was provided
- All members of staff must sign a Staff Disqualification Declaration Form, which is reviewed annually, confirming that they are not disqualified from working in the school under the Childcare (Disqualification) Regulations 2006.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Any individuals affected should speak to the Chief Operating Officer for more details.

TUPE arrangements

If there is continuous employment under [TUPE](#) (transfer of undertakings protection of employment) arrangements, there is a requirement for recruitment information to be passed to the new employer. If the details are fully in order, the School will enter them on its own Single Central Register, and will add a note to the register that the details have been accepted under TUPE arrangements. There must have been no three-month break in employment. However, if the information is incomplete, the School will undertake a new DBS check and any other necessary checks.

5. Checks for Non-Staff Members

Supply Staff

Supply staff are staff who are supplied by an "employment business" (agency) to work under the control of the School. Before an individual begins work, the school must receive written confirmation from the agency that all the checks that would normally be carried out by the school, if it was employing the person directly, have been completed. Supply staff can be anybody supplied by an employment business – this includes supply teachers but also any other staff supplied by an agency

e.g. cleaning, catering. The written confirmation must detail all the checks carried out and the date these were undertaken for the specific named individual who will begin work at the School.

Where an external agency does not have access to the necessary database to do a relevant check, the School will do the missing check(s) themselves, where this applies.

Before beginning work, the individual must present the original of their DBS certificate and identity documents to the School. The DBS must be less than three months old when the person starts work at the School unless the individual has been working in a school in the last three months.

Self-employed teachers, coaches etc.

Other staff not directly employed by the school such as self-employed teachers, peripatetic teachers, and coaches are treated as employed staff as far as pre-employment vetting is concerned and the same checks are carried out by the school as for employees.

Contractors and employees of third parties (other than supply agencies)

The level of checking for contractors and employees of third parties is determined by the role in question. For those who are long-term and with access to children they will be considered in the same way as 'supply staff' as above. Therefore, before an individual begins work, the school must receive written confirmation that all the checks that would normally be carried out by the school, if it was employing the person directly, have been completed. Where the employer does not have access to the necessary database to do a relevant check, the School will do the missing check(s) themselves, where this applies.

Before beginning work, the individual must present their identity documents to the School and the original of their DBS certificate.

Contractors may also include individuals in school for a very short time with very limited access to children (e.g. an electrician supervised by the School's maintenance department.) In such instances, the School will ensure that any contractor who works in the school, has been subject to the appropriate level of checks which will be determined on a case by case basis depending on the nature of their work.

Volunteers

Checks are not required for volunteers for a one off occasion. However, such occasional volunteers must not be involved in any personal care of pupils or involved in any overnight stays.

Volunteers assisting the school on a regular basis will be subject to an Enhanced DBS with Barred List Check and may also be subject to further checks including references and an informal interview and with no contrary indications from anyone in the school, depending on the circumstances.

The details of regular volunteers are included on the school's SCR.

Governors

Governors are subject to the following checks

- an enhanced DBS check (either including or not including barred list information as appropriate), confirmation of identity

- confirmation of right to work in the UK
- prohibition from management check (section 128)
- overseas police background checks as appropriate.

The Chair of Governors is required to undergo these checks via the DfE.

Members of the Governing Body are required to confirm that they are not disqualified from acting as a charity trustee.

Visiting Speakers

Statutory guidance requires that the school ensures that any visiting speakers who might fall within the scope of the [Prevent duty](#), whether invited by staff or pupils, are suitable.

Staff must follow the procedure described in the Visiting Speaker/Organisation checklist and obtain permission from the Deputy Head for any visiting speakers.

Visitors will be supervised at all times and must not be left alone with pupils.

6. Retention, Security of Records and Data Protection Obligations

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

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

Single Central Register/Record (SCR)

In addition to the various staff records kept in individual personnel files, the School is statutorily required to keep a Single Central Record of all recruitment checks.

The SCR shows which checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained for each individual. This includes:-

- All employees who are employed to work at the School
- All supply staff working at the School
- All staff working at the school who are employed by third parties or self employed
- All governors
- All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members.

For supply staff, and other staff employed by a third party or agency, the SCR also records date the employer provided written confirmation to the School that all the required checks had been completed.

The SCR is scrutinised regularly by the Head and the Governor with responsibility for safeguarding, to ensure that all necessary checks are carried out before individuals begin work at the school.

Appendix 1 Identity documents

Further information is also available from <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

All driving licences must be [valid](#)

Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

Appendix 2

Policy on the Recruitment of Ex-Offenders

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

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

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

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

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

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

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder,

manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

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

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