



# Safer Recruitment Policy

## Safer Recruitment Policy (Including EYFS)

**Policy Review Date:** September 2025

**Reviewed By:** J Callaway, SLT & Board of Governors

**Next Review:** September 2026 (or following incident, legislation or interim guidance)

September 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

This policy is available on the school website and upon request.

### Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°		
Oct 2017	Re Check	Re-check of Barred list every 3 years	7		
Oct 2017	Vetting Checks on Volunteers	Flow Chart for Vetting Checks on Volunteers	10		
August 2018		Updated based on KCSIE 2018 and WT 2018			
		Removal of disqualification by association			
		Additional volunteer risk register			
Oct 2019		Updated based on KCSIE 2019			
Oct 2020		Updated based on KCSIE 2020			
Feb 2021		TRA no longer keeps list of EEA teachers with sanctions		8	
Sept 2021		Updated based on KCSIE 2021			
Oct 2022		Recruitment Procedure		Criminal Record Self-Declaration Form for Shortlisted Candidates	7
		Recruitment Procedure		Online social media checks	8
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	Appendix 10	Online checks			
Oct 2023		Procedures for conducting online searches on candidates - Updated based on KCSIE 2023			
		Online searches and Pre-interview checks section.			
Oct 2024		Updated based on KCSIE 2024			
Sept 2025		Updated based on KCSIE 2025			

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## Aims and Legislation

This policy aims to ensure safe and fair recruitment is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and is essential part of creating safe environments for children.

For the purpose of this policy, Avalon school aims:

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all School staff.
- To ensure all relevant equal opportunities and employment legislation is adhered to throughout the process.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

The School's Safeguarding and Child Protection Policy and Equal opportunities policy should be read in conjunction with this document, and this can be found on the school's website.

This policy has due regard to relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Disclosure and Barring Service (2025) 'ID checking guidelines for Standard/Enhanced DBS check applications from 22 April 2025'
- Home Office (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2025) 'Keeping children safe in education 2025'
- Disclosure & Barring Service (2025) 'Regulated activity with children in England and Wales'
- Home Office (2025) 'Employer's guide to right to work checks'

## Equal opportunities

The most important priority in the recruitment of staff is the safeguarding of children. After this it is the organisation's policy to recruit the most suitable person for each vacancy, regardless of sex, race, religion or belief, age or perceived age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

Staff concerned with recruitment must ensure that they comply fully with the school's equal opportunities policy, at every stage of the recruitment process.

A decision to shortlist, interview or offer employment will take no account of an applicant's trade union membership or non-membership.

A decision to shortlist, interview or offer employment will be taken without regard to the applicant's gender, race, colour, nationality, national or ethnic origins, religion or faith, sexual orientation, age or (unless justified by the requirements of the post) disability.

## 1. Definitions

**Regulated activity** includes:

Being responsible, on a regular basis in a school, for teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.

Working on a regular basis for a limited range of establishments (known as 'specified places', which include schools and colleges), or in connection with the purposes of the establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.

Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings such as youth clubs, sports clubs etc.
- A supervised volunteer who regularly teaches or looks after children.

**"Teaching role"** refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of KCSIE if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

A **standard DBS** provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

An **enhanced DBS** provides the same information as the standard DBS, plus any additional information, e.g. interviews and allegations, held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed. The position being applied for/or

activities being undertaken must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and by provisions in the Police Act 1997 (Criminal Records) Regulations 2002

An **enhanced DBS with barred list check** is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list, along with a check of the Police National Computer records plus additional information held by the police as above. The position being applied for, or activities being undertaken, must be eligible for an enhanced DBS check as above and be for a purpose listed in the Police Act 1997 (Criminal Records) (No2) Regulations 2009 as qualifying for a barred list(s) check. In addition, this check can also include information as to whether an individual is subject to a section 128 direction.

The **children's barred list** is a list maintained by the DBS which covers individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

A **section 128 check** provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school.

**Safer recruitment** is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

## 2. Roles and responsibilities

The governing board is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined above.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training
- Ensuring a member of the board is on the recruitment panel for a new headteacher.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.

- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with KCSIE
- Ensuring that they have the skills to carry out effective selection processes, including knowing when and how to request references.
- Establishing a recruitment panel including at least one individual who has completed safer recruitment training within the past five years.

The headteacher / DSL is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees and volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Ensuring that the successful candidate receives the appropriate training, e.g. safeguarding and induction.
- During the recruitment process, and especially during the initial stages, the recruitment panel and the headteacher will be watchful of candidates displaying the following characteristics:
  - No understanding or appreciation of children's needs
  - Expressing that they want the role to meet their needs at the expense of children
  - Using inappropriate language in relation to children
  - Expressing extreme views or views that do not support safeguarding practices
  - Displaying unclear boundaries with children
  - Providing vague answers when asked about their experience and being unable to explain gaps in their employment
- Check any safeguarding concerns or allegations as part of a reference, in line with KCSIE.
- Consider the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.

The DPO is responsible for:

- Ensuring that all references are handled in line with the Data Protection Policy and relevant legislation.

### 3. Planning, advertising and shortlisting

The job information and associated documents will be published online. The full requirements of the role will be clearly explained, including any employment vetting requirements such as an enhanced DBS check.

The recruitment panel will comprise, where possible, an odd number so majority votes can be cast. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training. The recruitment panel will create the advertisement.

Once a vacancy has been identified, the school will plan and structure the recruitment process including:

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
- Prepare the documents that will be provided to candidates, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that on application, where relevant, inform candidates must be willing to sign a self-declaration form to obtain information about staff disqualification, in line with the Childcare Act 2006.

### Advertising

The school will consider the following information when advertising for a role within the school:

- The skills, abilities, experience, attitude and behaviours required for the post
- The safeguarding requirements, including to what extent the role will involve contact with children and whether the appointed staff member will be engaging in regulated activity

Advertisements will include:

- A statement of the school's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Vacancies will be advertised through external media, such as the local newspaper, online recruitment apps or on social media, with due consideration to the school's Equal

Opportunities & Diversity policy. Advertisements will contain a statement of commitment to ensuring equal rights. Advertisements will include, or link to, a job description, person specification and detail the closing date. The contact number and details of the application process will be clearly outlined.

Application forms will be accessible on the school's website.

When an advert receives a response, the recruitment panel will ensure that candidates receive the application pack.

### Application forms

Applicants will be reminded in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

The school will also provide a copy of the Child Protection and Safeguarding Policy and information on employment of ex-offenders in the application pack or refer to a link on the school website.

Applicants will be required to provide the following:

- Personal details, e.g. their current and former names, current address, and national insurance number
- Details of their current or most recent employment, including the reason for leaving
- Full employment history since leaving school, including education, employment and voluntary work, alongside explanations for any gaps in their employment
- Qualifications, the awarding body and the date of the award
- Details of references
- A statement of their personal qualities, interests and experience relevant to the post advertisement, along with an explanation of why they meet the person specification to be a suitable candidate for the role

The school will only accept a CV alongside a completed application form; a CV on its own will not be accepted. When shortlisting candidates for an interview, all application forms will be considered. Shortlisting criteria will be agreed in advance by the recruitment panel.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed. Candidates will be assessed against the same shortlisting criteria to ensure a fair process.

Shortlisted candidates, where applicable, will be subject to online searches. The successful candidate will be subject to a further online search using SP Index ([www.sp-index.com](http://www.sp-index.com)) which will be carried out as part of the pre-employment checks.

## Shortlisting

Shortlisted candidates will be asked to complete a self-declaration of their criminal record (see Appendix 1) or disclosure of any information making them unsuitable to work with children, including whether they are prohibited from teaching. This information will not be requested in the application form.

Only those candidates who have been shortlisted will be asked to disclose any relevant information including:

- If they have a criminal history.
- If they are included on the children's barred list.
- If they are prohibited from teaching.
- If 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 services.
- Whether they have been disqualified from providing childcare.
- Any relevant overseas information.

Applicants will need to sign a declaration which confirms that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will be required to physically sign a hard copy of the application at the point of interview. The purpose of the 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 the DBS certificate is received.

When shortlisting candidates, the school will:

- Ensure that at least two people carry out the shortlisting proceedings – ideally, these two people will also conduct the interview for a consistent approach.
- Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them.
- Explore all potential concerns.

Additionally, the school will consider carrying out an online search as part of its due diligence on shortlisted candidates. Online searches will be used to identify any incidents or issues that have happened and are publicly available online.

The school will inform shortlisted candidates that online searches may take place and that aspects of this search may be explored with the applicant at interview where relevant.

Requests for further information from candidates will be replied to promptly. All applications will be replied to with a letter notifying candidates whether they have been shortlisted or not.

## 4. Invitation to interview

Before interview invitations are sent, the recruitment panel will ensure that application packs are sent and include the following:

- A copy of the advertisement
- A comprehensive job description
- A comprehensive person specification
- Any equal rights material, e.g. an equal opportunities statement
- A brief outline of the school, its values and aims
- Any relevant school policies, e.g. the Child Protection and Safeguarding Policy

Once a shortlist has been confirmed, the candidates to be invited for interviews will be contacted by the School Business Manager and suitable interview times will be decided. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

## 5. Pre-interview checks

The recruitment panel will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Checking and, where necessary, following up candidates' self-declaration forms and online searches.

## 6. Requesting references

Once a candidate, including an internal candidate, has been shortlisted for a position, references will be requested and scrutinised by the recruitment panel. Any concerns will be resolved satisfactorily prior to confirming an appointment. References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague. The school's standard request form will always be used to obtain references.

References will be requested in written form from the candidate's current employer – if they are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.

If the applicant has never worked with children, the school will ensure that a reference from their current employer is received.

If the candidate is a school leaver or has not been in work for over two years, a character reference will be requested.

Details of any disciplinary procedures involving any issues related to the safety and welfare of children, will be requested from their current or former employer.

Concerns raised following a candidate's references will be explored further with the referee where appropriate and discussed with the candidate at interview.

Open references, e.g. 'to whom it may concern' testimonials will not be accepted, and unverified information provided by the candidate as part of the application process, will not be relied upon. Electronic references will be checked to ensure that they originate from a legitimate source.

## 7. Checking references

References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g. if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate at interview.

Where a reference appears incomplete or other concerns arise, the school will carry out one of the following actions:

- Call the referee to discuss the reference further (See Appendix 4)
- Email the referee the reference for confirmation of its accuracy

The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL (currently the Headteacher) will be consulted to help assess the candidate's suitability. The recruitment panel will ensure that the information provided in the reference does not contain any information about concerns / allegations which are unsubstantiated, unfounded, false or malicious.

Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the headteacher will record this on the recruitment file as the reason for non-appointment.

All members of staff who provide a reference will be responsible themselves for checking the content to ensure that it only contains factual and verifiable statements. If there is any doubt about whether to include information, caution will be exercised and it will be omitted. Alternatively, advice will be sought from a senior figure, e.g. the headteacher or the chair of governors.

When obtaining and checking references, the school will:

- Not accept open references, e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children, where applicable.
- Always verify any information with the person who provided the reference.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post.
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

## 8. Providing references

References will only be provided once written consent has been obtained from the person requesting a reference.

The member of staff providing a reference will follow this policy's procedures and the prospective employer's requests as much as is reasonably possible, e.g. if a pro-forma is provided, they will complete the form. If the reference is not requested in a specific format, the member of staff will decide the most appropriate method, e.g. a pro-forma or a letter-formatted reference.

The headteacher will decide in exceptional circumstances if a reference cannot be provided or if certain questions asked by the prospective employer cannot be answered, with HR advice sought when appropriate.

Staff members will make the headteacher aware when they have been asked to provide a personal reference, e.g. for a current or former colleague. The staff member will use their own

paper or an email address unaffiliated with the school and ensure that the reference is not linked to the school in any way.

Details of any capability procedures for a teacher (including headteacher) or former teacher at the school, and the reasons for these, will be provided if requested.

If, as part of a settlement agreement, the school has agreed to provide a reference for a member of staff, the headteacher will ensure it is provided in line with the agreement and this policy. In circumstances where new evidence emerges that indicates information provided in the reference is incorrect, the headteacher will decide if the reference is changed or withdrawn, with legal advice sought where necessary, and will notify the employee of any decision first.

The school will ensure that any information provided confirms whether they are satisfied with the applicant's suitability to work with children, and only provide the facts of any substantiated safeguarding concerns or allegations, including a group of low-level concerns about the same individual, that meet the harm threshold.

Any repeated concerns or allegations which do not meet the harm threshold which have been found to be false, unfounded, unsubstantiated, or malicious will not be included in any reference.

## 9. Content of references

Basic information will always be expected in references received and provided, e.g. skills, knowledge, duties undertaken, experience working with children, and personal characteristics, in addition to any information relating to safeguarding. Further relevant comments will be made as much as is reasonably possible in line with the employer's requests, provided they are verifiable and objective, e.g. through appraisals or attendance records.

References will contain only factual and verifiable information and will not include speculation, e.g. about a former employee's suitability for a job, or hearsay. The person providing the reference will ensure all comments have a factual basis and that an impression is not given which is misleadingly positive or negative. Performance issues or concerns which have not been discussed or raised with the employee beforehand will not be mentioned.

All members of staff providing references will be made aware that information provided verbally to the prospective employer is subject to the same duties as written information and will avoid making verbal statements. Where it is necessary or appropriate, verbal information will be provided only in line with this policy's procedures, e.g. all statements must be verifiable and objective.

## 10. Previous disciplinary action

The recruitment panel will ensure that any references requested by the school include a section asking for any past disciplinary action or allegations to be disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role, in line with this policy.

Information from DBS checks will not be included in references provided by the school. Information regarding criminal offences from other sources will not be included, unless the headteacher deems it appropriate and HR advice has been sought.

When providing references, the disclosure of information about past disciplinary action or allegations not relating to safeguarding will be provided where it is deemed appropriate, e.g. it is relevant to the staff member or former staff member's suitability for the role. Information relating to disciplinary action will generally only be disclosed if penalties or sanctions remain in place for the employee.

Allegations which were proven to be false, unsubstantiated or malicious, e.g. relating to misconduct, will not be included in a reference – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

If an allegation exists which has yet to be investigated or an investigation is incomplete, the headteacher will seek HR advice, and legal advice where necessary, on what information, if any, should be provided to the prospective employer.

## 11. Use of data and confidentiality

Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.

In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully, and will be kept safe and secure e.g. locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.

Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.

The person requesting a reference can have the opportunity to see it, and the school is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act.

### The interview

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison by the interview panel. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children. The school will use a range of selection techniques to identify the most suitable person for the post.

Interview questions seek to:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children.
- Exploring their skills and asking for examples of experience of working with children which are relevant to the role.
- Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this.
- Seek examples of the candidate's previous experience.

Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.

Areas that may raise concerns and lead to further enquiry include:

- Implication that adults and children are equal.
- Lack of recognition or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children.
- Indicators of negative safeguarding behaviours.
- Attempts to push or overstep boundaries.
- Consistent rule-breaking behaviour.

Candidates shortlisted for interview will be given the opportunity to complete a self-disclosure form before their interview, to give the interview panel time to consider the information provided. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

All information considered when making a decision will be clearly recorded along with decisions made.

Where appropriate, pupils may be involved in the recruitment process. This may include opportunities to observe shortlisted candidates and to engage in supervised interactions. Such involvement is considered good practice and helps ensure that appointments support the needs and expectations of the school community.

The candidate will be given the opportunity to discuss any concerns or ask any questions. The process will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete one of the following exercises:

- Lead an activity or lesson with children
- Questions / discussion panel with children
- In tray exercise

- Planning exercise

## 12. After the interview

After the interview has been completed, the recruitment panel will:

Assess all candidates' performance using the same agreed criteria.

Ask the successful candidate to provide proof of identification and qualifications for the school's records, and to complete the DBS check as soon as possible. (see pre-appointment checks below).

Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate, subject to the completion of the mandatory pre-employment checks.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

Any spent or filtered convictions declared on the candidate's self-declaration form, or declared at interview, will not affect the offer of employment if already made; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

## 13. Remote recruitment

The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this. Obsidian (The school's technology support provider) and the school will select a suitable online platform through which online interviews may take place, taking into account ease of use, privacy measures and suitability for the purposes of online interviews.

Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview commencing. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.

The school will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible. The school will ensure that any tasks set for candidates during

the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.

The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview.

The candidate will participate in the interview with both the video camera and microphone features enabled at all required times

The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background

The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information

Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue

When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences. If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.

The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.

If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time. The school will direct candidates towards the DfE's advice on '[Attending your first remote interview](#)' prior to the interview.

## 14. Pre-appointment checks

All appointments will be conditional on satisfactory completion of the mandatory pre-employment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.

When appointing new staff, the school will:

- Verify the candidate's identity, e.g. checking the name and birth date on a birth certificate and verifying any name changes.
- Obtain an enhanced DBS check via the candidate and, for candidates engaging in regulated activity, children's barred list information.

- Obtain a separate children's barred list check if the individual will start work in regulated activity with children before the DBS certificate is available.
- Verify a candidate's mental and physical fitness to carry out their specific role.
- Verify the person's right to work in the UK, including EU nationals.
- Make further checks as appropriate on any individual who has lived or worked outside the UK.
- Verify professional qualifications, as appropriate.
- Obtain to a further online search using SP Index ([www.sp-index.com](http://www.sp-index.com)).
- Check individuals taking up management positions are not subject to a section 128 direction made by the Secretary of State.
- Ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State
- Ensure that appropriate checks are carried out to ensure that individuals employed to work in Reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.
- For those in management, trustee or governor roles, conduct a section 128 check.

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012. The recruitment panel will utilise the Department for Education's records to make prohibition, direction, restriction and children's barred list checks.

The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their convictions, it will be clearly documented to enable the school a chance to defend its decision if challenged.

The school will consider the following when assessing any disclosure information on a DBS certificate:

- The seriousness and relevance to the post which they have applied to
- How long ago the offence occurred
- The country where the offence occurred
- Whether it was a one-off incident or a history of incidents
- The circumstances around and at the time of the incident
- Whether the individual accepted responsibility for what happened

The school will also consider the incident in the context of the Teachers' Standards and Teacher misconduct guidance, if the applicant is applying for a teaching post.

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.

In line with KCSIE, the school will not require candidates to have an enhanced DBS certificate or undergo checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the candidate has worked in England in a post:

- In a school which brought them into regular contact with children or young people; or
- In a school since 12 May 2006 which did not bring the person into regular contact with children or young people; or

This is because the candidate will have already undergone this process in their previous position.

## Volunteers

For all volunteers, the school will undertake a written risk assessment and use professional judgement and experience when deciding what checks, if any, will be required.

All unsupervised volunteers engaging in regulated activity will be required to provide the school with an enhanced DBS check with a barred list check. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

The school will only request barred list information for volunteers in regulated activity.

Volunteers will be provided with the relevant information, policies or offered training on the following matters once the volunteering placement commences, as appropriate to their role:

- Safeguarding & Child Protection Policy
- Health and Safety
- Staff Code of Conduct
- Confidentiality obligations and Supervision Procedures will be set out in a volunteer agreement. (See Appendix 2)

All visitors and volunteers will be provided with a summary sheet with the school's overarching safeguarding & health & safety arrangements (see appendix 3) for quick reference information.

## Candidates who have lived outside the UK

The Teaching Regulation Agency no longer maintains a list of EEA teachers with sanctions. Schools must continue to carry out safer recruitment checks on all candidates and must make any further checks they think relevant.

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary, including an enhanced DBS certificate with barred list information for those engaging in regulated activity, even if they have never been to the UK before.

The school will make any further checks that it deems appropriate so that any relevant events occurring outside the UK can be considered, e.g. obtaining proof of past teaching conduct for any candidate for a teaching position from the professional regulating authority in the country in which they worked, where available or conducting criminal records checks for overseas applicants.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

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

## Agency and third-party staff

In the case of any employee working at the school who is sourced from an agency or third-party organisation, the school will obtain written notification from the organisation confirming that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school, or who will be providing education on the school's behalf, including through online delivery. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

The school will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.

## Trainee and student teachers

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out.

## Existing staff

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out. A new check will also be carried out where there has been a break in service of 12 weeks or more or there are concerns about an individual's suitability to work with children.

Where an existing member of staff is moving to regulated activity, the recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work

with children. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The school will ensure they have sufficient information to meet the relevant referral duty criteria, as outlined in the DBS's barring referral guidance.

The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that harm.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual is deployed to another area of work not in regulated activity, or where they have been suspended.

Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

## Contractors

The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

The school will set out its safeguarding requirements in the contract between the contractor's organisation and the school.

If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The school will always check the identity of contractors and their staff on arrival.

## Adults who supervise children on work experience

If the school is organising work experience placements, it will ensure that the placement provider has policies and procedures in place to protect children from harm. The school will consider the specific circumstances of the work experience, the nature of the supervision and the frequency of the activity being supervised. This will be done to determine what, if any, checks are necessary.

Such consideration would include if the person providing the teaching, training, instruction, or supervision to the child on work experience will be:

- Unsupervised themselves, and
- Providing the teaching, training or instruction frequently – more than three days in a 30-day period, or overnight.

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity relating to children. If so, the school may ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person

## Governors & Senior Leadership / Management Team

On appointment to the board of governors or to the Senior Leadership / Management Team the following checks will be carried out (if not already done so, i.e. an existing member of staff is appointed)

- an enhanced DBS certificate - requesting also a check for prohibition from participating in the management of schools (S128 check).
- if the governor will be undertaking a regulated activity( see above for definition of regulated activity), a barred list check;
- evidence of their entitlement to work in the UK, where relevant;
  
- if the appointment is for a governor, confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
- evidence that the governor or member of the SLT has not been prohibited from participating in the management of independent schools; this information if available from the DfE secure access site and is the same website used for checking teaching prohibition orders. (S128 check)
- a self declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
- The new governor details will be sent to Companies House to register the appointment.

## Chair of Governors

If the Chair of Governors is to change, the school will ensure that the Department for Education obtains an enhanced criminal records check, countersigned by the Secretary of State and checks both the individual's identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chair's disclosure application has to be made by the DfE; the school cannot handle it as they would for all other Governors. So, even if a Governor, whom the school has already checked, becomes Chair, the DfE must be informed and must make another check.

## 15. Right to work checks

**EU, EEA, or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will not be able to use their passport or national ID as proof of right to work. Schools will need to check candidate's right to work online. The UK operates a points-based immigration system which affects how schools employ teachers who are not UK or Irish nationals. All overseas nationals, including those from the EEA and Switzerland, arriving in the UK from 1 January 2021 come under the new system.**

The school will obtain evidence that all candidates for a position have the legal right to live and work in the UK, either by conducting a manual document-based check, using an Identity

Service Provider (IDSP), or through the government's online portal. The offer of employment will normally be made conditional on the individual having, and continuing to maintain, the legal right to live and work in the UK for the role in which they will be employed. When conducting a manual, document-based check, the school will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: [List A](#) for candidates with a permanent right to work in the UK, or [List B](#) for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with section 18 of this policy.

The school will obtain proof of candidates' immigration status in the UK.

The school will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:

- The candidate provides a document confirming receipt of an application to EUSS on or before 30 June 2021
- The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
- The school has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service
- The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question
- The school is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
- The school has not been provided with the specified documents in line with the prescribed right to work checks, but the person presents information indicating they are a long-term resident of the UK, i.e. having arrived before 1988, the school will contact the [Employer Checking Service](#) using the online form.

The school will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.

Where a candidate's right to work is time-limited, the school will conduct a follow-up check in advance of its expiry.

The school may use a certified digital identity service provider (IDSP) to conduct right to work checks on candidates.

## 16. Identification checking process

When checking the validity of identifying documents, the school will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the school will be in physical possession of the original documents. The school will only accept valid, current and original documentation in its physical form. The school will not accept photocopies or documentation printed from the internet, e.g. internet bank statements.

The school will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness. The school will not accept documents that are not in the candidate's current name as recorded on the application form.

The school will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the school will hold a discussion with the candidate about the reasons why. The school will always aim to check the name on the candidate's birth certificate in order to validate their identity.

The school will compare the candidate's address history with any other information the candidate has provided, such as their application form.

The school will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.

The school will keep a dated record of every document that has been checked for the duration of the candidate's employment and for a further two years after they have left the school. This will be either as a hard copy or in a scanned format which cannot be manually altered, e.g. JPEG or PDF document, and will be made available to the appropriate authorities if and when requested.

In line with the UK GDPR and Data Protection Act 2018, the school will only retain copies of DBS certificates where there is a valid reason for doing so, and only for as long as is needed to consider the information provided – this will not be for longer than six months.

When information is destroyed, the school may keep a record of the fact that vetting was carried out, the result of this vetting, and the recruitment decision taken.

The school may use a certified digital identity service provider (IDSP) to secure DBS checks on candidates.

## 17. After the pre-appointment checks

Once the pre-employment checks have been completed, the recruitment panel will:

- Agree a start date with the candidate.
- Destroy the unsuccessful candidate self-declaration forms.
- Submit contractual paperwork, including the confirmed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry

form, P45, application/equal opportunities and emergency contacts to the personnel file.

- Add the required details of the checks carried out to the school's SCR.

## 18. Single central record (SCR)

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff who work at the school, including teacher trainees on salaried routes, agency and third-party supply staff even if they work for one day.
- All others who work in regular contact with children in the school, including volunteers.
- All members of the Governing board.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

**Please note documents being viewed by the school, the date recorded on the SCR will be the date the document was seen, rather than the date it was issued.**

- An identity check
- A standalone children's barred list check
- An enhanced DBS check (with children's barred list check) requested, or certificate provided.
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

If checks are carried out on volunteers, this will be recorded in the SCR.

The details of individuals will be removed from the SCR once their employment with the school ends.

## 19. Safer recruitment training

The governing board will ensure that those involved with the recruitment and employment of staff to work with children have received safer recruitment training, the substance of which will, at a minimum, cover the content of part three of KCSIE.

Staff and governors involved in the recruitment process will have an awareness of information regarding the following:

- The recruitment and selection process
- Pre-appointment and vetting checks, regulated activity and recording of information
- Other checks that may be necessary for, staff, volunteers and others
- How to ensure the ongoing safeguarding of children and legal reporting duties on employers

## 20. Safeguarding

For references provided to the school, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL will be consulted where appropriate (this is currently the Headteacher).

The DSL will recognise the school's duty to disclose safeguarding concerns overrides any other duties to an employee, and ensure the school complies with its safeguarding obligations. The DSL (currently the Headteacher) will ensure records are kept of all allegations against staff in line with the most up-to-date version of KCSIE.

For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on the confidential personnel file of the accused member of staff. Accurate information based on these records will be given in response to future requests for a reference, where appropriate.

Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

## 21. Monitoring and review

This policy is reviewed annually

Any changes made to this policy will be communicated to all members of staff and relevant stakeholders.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

Appendix 1: Application Form

# Application Form for Job Title Here

## Avalon School

Caldy Road  
West Kirby  
Wirral  
CH48 2HE



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### Data Protection Notice

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our [privacy notice](#) for job applicants.

### Vacancy Information

Application for the post of:

---

What date are you available to begin a new post?:

---

#### Recruitment monitoring

Where did you first hear about this job?:

---

### Disclosure and Barring and Childcare Disqualification

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, 2013 and 2020 will not appear on a DBS certificate

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school privacy notice.

**Do you have a DBS certificate?:**  Yes  No

Date of Check:

If you've lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:**  Yes  No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

### Time Spent Living and/or Working Overseas

If you've lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

### Right to Work in the UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

### Declaration

I confirm that the information I have given on this application form is true and correct.

I understand that it is an offence to seek employment for a role, if I am barred from engaging in regulated activity relevant to children.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

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

*\*\*\*Please note if you are 'signing' electronically, you will also be required to physically sign the document if invited to interview.*

## Instructions

Please complete all sections of this form using **black** ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Applications and supporting documents can either be emailed to the Headteacher's PA ([annevans@avalon-school.co.uk](mailto:annevans@avalon-school.co.uk)) or sent in the post to Avalon School, Caldly Road, West Kirby, Wirral, CH48 2HE.

## Personal Details

Personal Details	
First Name	
Surname	
Preferred Title	
Previous Surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance N°	

Contact Details	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

## Disability and Accessibility

The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

### Right to Work in the UK

Do you have the right to work in the UK?

- Yes
- No

If yes, please state on what basis

- UK citizen
- EU settled status
- Skilled worker visa
- Graduate visa
- Youth mobility visa
- Other

If other, please provide full details below

### Time Spent Living and/or Working Overseas

Have you spent time living and/or working outside of the UK?

- Yes
- No

If yes, please give details, including countries and relevant dates:

### Relationship to the School

Please list any personal relationships that exist between you and any of the following members of the school community:

Staff  
Pupils  
Governor

If you have a relationship with a governor, trustee or employee, this does not necessarily prevent them from acting as a reference for you.

Name	Relationship	Role at the School

## Employment History

### Current Employment Details

<b>Job Title</b>		
<b>Employer Details (name, address, email and/or telephone)</b>		
<b>Dates Employed</b>	<b>From:</b>	<b>To:</b>
<b>Age Range Taught</b>		
<b>Number on Roll</b>		
<b>Permanent or Temporary</b>		
<b>Part-Time or Full-Time</b>		
<b>Salary Details (including allowances)</b>		
<b>Description of Responsibilities</b>		

<b>Reason for Seeking Other Employment</b>	

**Previous Employment**

Please provide details of all previous employment since leaving school, including education and voluntary work. Include gaps in employment and the reasons for them. List the most recent employment first.

<b>Job Title</b>	<b>Name and Address of Employer</b>	<b>Dates Employed</b>	<b>Description of Responsibilities</b>	<b>Reason for Leaving</b>

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### Gaps in Employment

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

Start Date	End Date	Reason for Employment Gap

## Education and Training

### Education and Qualifications

Please provide details of your education from secondary school onwards. You'll be required to produce evidence of qualifications.

Dates Attended (month and year)	Name and Location of School / College / University	Qualifications Gained (including grades, awarding body and date awarded)


### Training and Professional Development

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course Dates	Length of Course	Course Title	Qualification Obtained	Course Provider

### Teacher Status

Teacher Reference Number	
Do you have QTS?	
QTS Certificate Number (where applicable)	
Date of Qualification	
Are you subject to a teacher prohibition order, or in an interim prohibition order, issued by the Secretary of State, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

### Additional Skills and Interests

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

## Suitability

### Reasons for Applying for Post

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. You may also wish to attach an accompanying letter with your application. Please note that we do not accept CVs.

## References

Please give names of **2 people** who are able to comment on your suitability for this post. One must be your current or last employer. One must be from the position you last worked with children. If you've not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

Reference 1	
Full Name	
Relationship to you	
Address and Postcode	
Contact Number	
Email Address	

Is this your current employer	
-------------------------------	--

Reference 2	
Full Name	
Relationship to you	
Address and Postcode	
Contact Number	
Email Address	
Is this your current employer	

If either of your referees knows you by a different name, please state:

## Equalities Monitoring

In accordance with the Equality Act 2010 to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information will **not** be used during the selection process. It will be used for monitoring purposes only.

Equalities Monitoring Information								
What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female							
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							

<b>Do you identify as the gender you were assigned at birth?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------

**How would you describe your ethnic origin?**

<p><b>White</b></p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background	<p><b>Black or Black British</b></p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<p><b>Other Ethnic groups</b></p> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group
<p><b>Asian or British Asian</b></p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	<p><b>Mixed</b></p> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Prefer not to say

**Which of the following best describes your sexual orientation?**

<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual man <input type="checkbox"/> Homosexual woman <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**What is your religion or belief?**

<input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu	<input type="checkbox"/> Jain <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No religion	<input type="checkbox"/> Other <input type="checkbox"/> Pagan <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer not to say
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**Pregnancy and Maternity**

<p>Are you pregnant?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	<p>Have you given birth within the last 12 months?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

- Yes
- No
- Prefer not to say

**If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.**

- Physical impairment
- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other

Please provide details

# Criminal Record Self-Declaration Form for Shortlisted Candidates

## Avalon School

Caldy Road  
West Kirby  
Wirral  
CH48 2HE



During the recruitment process, shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. This information should only be requested from shortlisted applicants and should not be required as part of the application form to decide who should be shortlisted.

The purpose of a self-declaration is to give candidates the opportunity to share relevant information and allow this to be discussed and considered at their interview before the DBS certificate is received.

The form below can be used to ensure all the relevant information is collected from shortlisted candidates who are applying for a post that involves having contact with children in relation to criminal records.

## Criminal Record Self-Declaration

Congratulations on being shortlisted for **JOB TITLE HERE**. Please return this disclosure to the school at least one day prior to your interview. If we do not receive your completed declaration, the school reserves the right to withdraw the offer of interview.

All the information provided on this form will be treated as confidential and managed in accordance with the Data Protection Act 2018 and the UK GDPR.

### Vacancy Information

Post applied for	
Date	

### Personal Details

Forename(s)	
Surname	
Previous Name(s) (if any)	
Preferred Title	
Date of Birth:	
National Insurance N°	
Teacher Reference N° (if applicable)	
Date Qualified Teacher Status (QTS) Achieved (if applicable)	

Avalon School is committed to safeguarding and promoting the welfare of children, and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 – pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

The school complies with the DBS code of practice and has a Safer Recruitment Policy which outlines the policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and do not need to be disclosed – these offences will also not be taken into account by the school.

If you are unsure about whether you should disclose criminal information, you should seek legal advice. There are also organisations who are able to offer free impartial advice, including Nacro (<https://www.nacro.org.uk/>) and Unlock (<http://hub.unlock.org.uk/contact/>). You can also read the Department for Education's guidance on filtering via this link: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

## Self-Declaration

Please tick the answer applicable to you and provide further information if prompted.

<b>Do you have any convictions or adult cautions that are unspent?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	

<b>Do you have any other convictions or cautions that would not be filtered?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	

(Roles that involved regulated activity only) <b>Are you included on the DBS children's barred list?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	

(Teaching posts only) <b>Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	

(Management positions in independent schools and academies only)  
Have you been prohibited from management of an independent school (section 128 direction)?

Yes  No   
Not applicable

If yes, please provide details here:

Have you lived or worked outside the UK for more than three months in the last five years?

Yes  No

If yes, please provide details here:

Are you subject to any sanctions related to work with children in any country outside the UK?

Yes  No

If yes, please provide details here:

(Applicants for posts in early years or later years childcare (wraparound care) only)

Yes  No

The Disqualification under the Childcare Act 2006 Regulations 2018 state that anyone employed to care for children in early years (children under the age of five) or later years (wraparound care for children under the age of eight) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):

- Certain serious criminal offences.
- Court orders relating to the care of your own child.
- Being prohibited from private fostering.

Do you have any reason to believe you are disqualified from working in childcare?

If yes, please contact us for more information on the Regulations.

## Declaration

Please read and complete the following declaration:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

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

**Please return this form to Mrs J Callaway, Headteacher via email [jcallaway@avalon-school.co.uk](mailto:jcallaway@avalon-school.co.uk)**

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



## AVALON SCHOOL Shortlisted Candidate Online Search Record

CANDIDATE DETAILS	
Candidate Name:	
Role Shortlisted For:	
Searcher's Name:	
Date & Time of Online Search:	

Google Search
Looking at the first page of results Only record information that suggests the candidate: <ul style="list-style-type: none"> <li>Is unqualified for the role</li> <li>Poses a potential safeguarding risk</li> <li>Risks damaging the reputation of your school/trust</li> </ul> Don't include any irrelevant personal information.

SEARCH PARAMETERS	CONCERNS RAISED
Candidate name	
Candidate name + current school/employment	
Candidate name + previous school/employment	
Candidate name + educational institution	
Candidate name + job title	

Websites	
The candidate's name was typed into the search function of the following websites:	
LinkedIn	
X Twitter (checked the top 10 results)	
Facebook (checked the top 10 results)	

Instagram (checked the top 10 results)		
Their current school's website		

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

Successful Candidate Prior to Appointment		
SEARCH		CONCERNS RAISED
Social Media Check By <a href="http://www.sp-index.com">www.sp-index.com</a>		

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

**APPENDIX 4 – Reference Proforma**

**Proforma reference form for the post of SEN Teaching Assistant**

**Full Name of Candidate: Emma Ashton**

Would you please comment on the following:

**What was your relationship with the candidate, i.e. how long you have known the candidate and in what capacity:**

--

**If a current or previous employer, could you please confirm the nature of your business and the applicant's current (or previous) post:**

--

**Are you satisfied that the person has the ability and is suitable to undertake the above job. Could you please make specific comments about the applicant's suitability for the post, and how she/he has demonstrated that she/he meets the person specification:**

--

**The candidate's ability to relate to other people:**

--

**The candidate's attendance and punctuality record:**

--

--

**Could you please confirm the applicant's sick record:**

--

**Are you completely satisfied that the candidate is suitable to work in a school environment, and, if not, could you please give specific details of your concerns and the reasons why you believe the person might be unsuitable:**

--

**Could you please comment on the applicant's performance history and conduct:**

--

**Could you please comment on the applicant's reliability and honesty:**

--

**Could you please comment on the candidate's work ethic and attitude to authority:**

--

**Could you please comment on the candidate's character:**

**Could you please give details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired, and the outcome of those:**

**Could you please give details of any allegations or concerns that have been raise about the applicant that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns e.g. either the allegations or concerns were investigated, the conclusion reached, and how the matter was resolved:**

**Could you include here any other information that you may feel is relevant to her/his application:**

I hereby declare that, to the best of my knowledge, the information provided in this reference about ..... is true, accurate, and fair. I understand that providing false information can have serious consequences.

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

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

*\*please note that all boxes are expandable.*

## **APPENDIX 5: VOLUNTEER AGREEMENT**

### 1. Volunteer agreement

This letter sets out what we can each reasonably expect from your volunteering role within Avalon School. The school appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

### 2. Your obligations

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, the Child Protection and Staff Code of Conduct. You can expect us to deal with you in accordance with our equal opportunities policy.

### 3. Induction and training

We will provide an induction explaining what we do and how volunteers fit within the School. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

### 4. Supervision and support

If you have any issues during your role as a volunteer, please contact the Deputy Headteacher or Headteacher to discuss these.  
Please contact the school office, as soon as possible if you are unable to volunteer when expected.

### 5. Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us.

### 6. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

### 7. Confidentiality

In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

### 8. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Mentor / Manager Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 6: Visitors Notice



# Avalon School NOTICE TO VISITORS

Welcome to our school. Avalon School is committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

SAFETY	
	<p>The Health and Safety at Work Act 1974 requires both you and the school to take all reasonable steps to ensure your safety on this site. Please note signage in your area and observe safe practice.</p> <ul style="list-style-type: none"><li>• Follow school procedures whilst on the premises.</li><li>• Sign in at the School Office and receive a Visitors Badge.</li><li>• Sign out and return your Visitor Badge when leaving the premises.</li><li>• Do not enter a classroom without prior arrangement with a member of staff.</li></ul> <p>Your safety and well-being during your visit are important to us. As a visitor you have a legal duty of care for the health and safety of yourself and others.</p> <p>Please make the office staff aware of any medical needs.</p> <p><b>Nuts, of any kind, are NOT to be brought onto the school site.</b></p> <p>The school accepts no responsibility for any loss or damage to visitor's property.</p>
SAFEGUARDING	
	<p>If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please speak to a member of staff immediately and report your concern to Mrs Callaway, Headteacher (Designated Safeguarding Lead).</p> <p>If you have any safeguarding concerns about a member of staff or other adult within the school environment, please report your concern directly to Mrs Callaway, Headteacher.</p>

## FIRE ALARM



The fire alarm is one continuous siren.

Fire evacuation procedures are clearly displayed around the school.

**On discovering a fire:**

Operate the nearest **RED** fire call box and then evacuate as below.

**On hearing the fire alarm:**

Leave the building by the nearest exit and make your way to the assembly point on the playground. Do not stop to collect belongings. Do not re-enter the building until you are informed to do so.

Continues overleaf

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## LOCKDOWN ALERT



The Lockdown alert is an intermittent siren.

**On hearing the lockdown alert:**

Immediately close, lock or barricade doors, close windows and blinds. Get yourself and any children into safe location away from door and windows within the classroom/office.

If possible close down or put computers in sleep mode.

Do not answer telephones or doors until all clear has been given.

If outside of the building immediately return to the building ensuring any children with you are brought inside the building safely.

**On discovering an intruder:**

Operate the nearest **YELLOW** lockdown call box and then follow the procedure above

## FIRST AID



Any illness or accident on school premises must be reported to the school office.

The school ensures that during the school day designated first-aiders are on-site. First aid is available from the school office.

If further support is required ie: ambulance, please contact the school office.

## NO SMOKING OR VAPING



Please note that Avalon School is a **NO SMOKING or VAPING** environment.

## NO MOBILE PHONES



Mobile phone are not be used during the school day unless in a designated area, such as the staff room. Mobile phones should be on silent or switched off and keep in a bag and not on your person.

## BRITISH VALUES



At Avalon School we promote fundamental British values and as such we expect all visitors to respect this and reflect these values in any talks, activities or presentations they undertake at Avalon School.

