



## **SAFER RECRUITMENT POLICY**

### **1 Policy Statement**

Whitgift School is committed to providing the highest education and care to its pupils and to safeguarding and promoting the welfare of young people within the School's care. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract and recruit staff of the highest calibre who share this commitment.

The aims of the School's Safer Recruitment Policy are to ensure:

- that the best staff are recruited based on their skills, experience, abilities and suitability for the position;
- that all job applicants are considered equally and consistently;
- that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE) – September 2016, the Prevent Duty Guidance for England and Wales 2015 (The Prevent Duty Guidance) and any guidance or code published by the Disclosure and Barring Service (DBS); and
- that the School meets its commitment to safeguarding and promoting the welfare of children and young people by completing all the necessary pre-employment checks.

Employees involved in the recruitment process are responsible for familiarising themselves and complying with the provisions of this policy. Members of the Senior Management Team or the School's HR Department are available to provide advice relating to this policy.

### **2 Authority to Recruit**

All appointments to the School without exception require the written approval of the Headmaster or his designated deputy. For the avoidance of doubt this includes the replacement staff and newly identified posts on a permanent, fixed-term, temporary or casual basis.

### **3 Advertising**

All posts will, wherever possible, be advertised internally via the School's website vacancy page. Applications from existing staff are welcomed.

Applications are invited through appropriate local and/or national media via the School's online application process. All advertisements include a statement of the School's commitment to the safeguarding of children, Equal Opportunities and Disclosure and Barring Service clearance requirements. The following information is available from the School's website:

- An online application process
- Further details outlining the core competencies and key responsibilities of the post
- Safeguarding Policy
- Safer Recruitment Policy

### **4 The Application and Selection Process**

#### **4.1 Application and Shortlisting**

All external applicants are required to complete the School's online application form containing questions about their academic and employment history and their suitability for the role. Relevant documents or curriculum vitae may be attached to support their application.

Applications will be assessed on merit and in order of receipt. Therefore interviews may be arranged at any stage. Any applications received after the closing date may not be included for shortlisting unless extenuating circumstances apply. Completed applications are acknowledged upon receipt.

References are normally requested prior to interview and (wherever possible) prior to the shortlisting process.

The School's HR Department will provide the shortlisting panel with candidate application forms (excluding equal opportunities monitoring data to reduce the risk of discrimination), supporting documentation and references (if available).

Panel members are responsible for assessing the applicant's qualifications, relevant experience and references against the core competencies and key responsibilities of the post. Appropriate comments on reasons for selection or otherwise will be recorded so that the relevant information is available should the applicant request feedback.

All shortlisting and interviews will include a panel of at least two members of staff as follows:

- a member of the Senior Management Team (for teaching and senior posts)
- the Line Manager and Head of Department (for support posts).

This will ensure that a fair and open shortlisting and interview process takes place and that complaints of discrimination are minimised. The panel will be agreed with a member of the Senior Management Team. At least one panel member will have attended the Safer Recruitment Programme.

## 4.2 Interviews

All interviews will require a panel or verbal interview with the recruiting manager and interview notes retained.

The interview process will, as a minimum, consist of the following unless otherwise authorised by the Headmaster or designate:

- Senior management posts – a work related test or presentation, several interviews with senior staff and an interview with the Headmaster
- Teaching posts – a teaching lesson, a series of interviews with academic staff and interview with the Headmaster or designate
- Support staff – a work related test or presentation and/or panel interview.

Staff members involved in the interview process will meet before the interviews to:

- agree their assessment criteria in accordance with the core competencies and key responsibilities of the post;
- consider the issues to be explored (including concerns or discrepancies) based on information provided and who on the panel will ask about each of those issues; a candidate's response to a question about an issue will determine whether and how that is followed up;

During the interview the interviewers will:

- explore any gaps in academic or employment; a written record should be made that the reasons for any gaps are satisfactory;
- evaluate the applicant's suitability for the post in relation to attitude towards young people, safeguarding and promoting the safeguarding of children
- offer the candidate the opportunity to declare information in the light of the requirement for an enhanced DBS disclosure and questions which will be or have been put to their referees.

During the interview process the above areas will be discussed and notes taken for recruitment records and for feedback to candidates, should they request it.

Candidates are asked to bring proof of identity, right to work in the UK (ie. passport and/or visa or residence permit), proof of address and supporting qualifications as detailed on their application form. An interview pack is available to panel members prior to the interview. Interview expenses will be paid on receipt of appropriate receipts and paid in accordance with the School Expenses Policy.

In accordance with the Equal Opportunities Policy, any disabled person who applies for a position at the School and meets the essential minimum criteria for the post will automatically be given an interview.

## 5 Offer of Employment

Successful applicants are advised that all offers of employment are conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract of employment with the Whitgift Foundation;
- verification of the applicant's identity against official documents (See Appendix 1);
- where an applicant claims to have legally changed his/her name (eg. marriage, adoption, or statutory declaration), they will be required to provide documentary evidence of the change;
- verification of the applicant's right to work in the UK;
- verification of relevant professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified);
- receipt of two written references (one of which must be from the applicant's most recent employer or an academic reference if this is more relevant) which the School considers to be satisfactory;
- verification of the applicant's medical fitness to carry out the duties of the role (see Section 6.5);
- where the position amounts to 'regulated activity', the receipt of an enhanced disclosure from the Disclosure and Barring Service (DBS);
- where the position amounts to 'regulated activity', confirmation that the applicant is not named on the Children's Barred List\*;
- any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references from the country or countries applicable;
- for positions which involve "teaching work" (whether or not they have qualified teacher status):
  - information about whether the applicant has ever been referred to or is the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Learning (NCTL), or any predecessor or successor body, or by a regulator of the teaching profession which renders them unsuitable to work at the School;
  - for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unsuitable to work at the School;
  - information about whether the applicant has ever been or is the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country for any reason which renders them unable or unsuitable to work at the School or which, in the School's opinion, renders them unsuitable to work at the School;
  - information about whether the applicant has ever been or is the subject to a direction under Section 142 of the Education Act 2002 which renders them unsuitable to work at the School; and
- for management positions:
  - information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under Section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School.

*\*The School is not permitted to check the Children's Barred List (List 99) unless an individual will be engaged in 'regulated activity'. The School is required to carry out an enhanced DBS check for all staff, supply staff, governors and volunteers who will be engaging in 'regulated activity' unless they do not carry out their duties frequently enough.*

All pre-employment checks are carried out as soon as possible after the offer of employment has been accepted and prior to commencement of employment. A start date is confirmed to the employee in writing upon satisfactory completion of these checks.

## **6 Pre-employment Checks**

The School carries out a number of pre-employment checks in respect of all prospective employees and volunteers (where applicable). The School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

The School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partner status, disability or age.

### **6.1 Disclosure and Barring Service Checks**

Prior to appointment the School applies for an enhanced disclosure from the Disclosure and Barring Service and a check of the Children's Barred List/List 99 (now known as an Enhanced Check for 'regulated activity') in respect of all positions at the School which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Any position undertaken at, or on behalf of, the School (whether paid or unpaid), will amount to 'regulated activity' if it:

- is carried out frequently, meaning once a week or more often; or
- is carried out overnight, meaning between 2.00am and 6.00am; or
- satisfies the "period condition" meaning four or more days in a 30 day period; or
- provides the opportunity for contact with children.

The majority of posts at the School will amount to 'regulated activity'.

It is for the School to decide if a role amounts to 'regulated activity' taking into account all the relevant circumstances. A risk assessment is completed in respect of all teaching and support staff, governors, peripatetic teachers, sports coaches, casual employees, and volunteers to establish whether a position amounts to 'regulated activity' and to decide which level of DBS check is appropriate for the post.

The School will obtain an Enhanced DBS with Children's Barred List (List 99) clearance on any person over 16 (not on the roll of the School) who live on the same premises as boarders (since April 2002) but are not employed by the School. This check, along with other relevant checks, will be completed in advance and recorded on the School's Single Central Register of safeguarding checks.

The DBS issues a DBS disclosure certificate to the applicant only. It is a condition of employment with the School that the **original** disclosure certificate is provided to the School. Original certificates should not be sent by post. Applicants are asked to bring the original certificate into the School within two weeks of it being received, prior to their start date or no later than the first working day. Employment will remain conditional upon the original certificate being provided and subject to the safeguards below.

If there is a delay in receiving a DBS disclosure and there is a requirement for the individual to start work, the Headmaster or designate has the discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks (including a clear check of the Children's Barred List (List 99) where the position amounts to 'regulated activity'), have been completed. Appropriate supervision arrangements by a member of staff will be put in place during this interim period and documented until the DBS disclosure certificate is provided. The individual is informed of these safeguards and signs an agreement to accept these arrangements. Temporary supervision arrangements are reviewed to establish the appropriateness of these arrangements every two weeks.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s), a Certificate of Good Conduct and/or references from any employment held or Overseas Police Checks prior to start date.

Where an applicant has subscribed to the DBS Update Service (providing a portable disclosure) the School will request sight of their DBS certificate and (with their permission) complete a 'status check' prior to their start date to establish whether their DBS certificate remains current with no additional criminal records, convictions, cautions reprimands and warnings held on the Police National Computer. The School will also complete a Children's Barred List (List 99) check prior to appointment.

## **6.2 Prohibition from Teaching**

The School checks whether staff who carry out "teaching work" are prohibited from doing so (whether or not they have qualified teacher status). The School uses the NCTL Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition, order issued by a professional conduct panel on behalf of the NCTL. The School recognises that a prohibition from teaching order may not last indefinitely.

In doing so the School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012, which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Headmaster or designate. If in any doubt or if the individual may teach in the future, the check will be undertaken.

These checks apply to appointments made after 1 April 2012 (completed retrospectively following the availability of the NCTL Teacher Services system in April 2014).

In addition, for all teaching appointments made on or after 18 January 2016, the School will check for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the NCTL Teacher Services system.

### 6.3 Prohibition from Management

The School checks whether any applicant for a management position is subject to a direction under Section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (*a Section 128 direction*). This check applies to appointments to the following positions made on or after 12 August 2015 and applies to the following roles:

- Headmaster/Headmistress
- teaching posts on the Senior Management Team (SMT)
- teaching posts which carry a departmental head role;
- support staff posts on the senior leadership team; and
- appointments to the governing body.

The relevant information is contained in the enhanced DBS disclosure certificate. It can also be obtained through the NCTL Teacher Services system. The School will use either or both methods to obtain this information. The School is aware that the existence of any relevant information is not necessarily a bar to employment with the school.

### 6.4 References

References will be taken up on shortlisted internal and external candidates prior to interview wherever possible. No questions will be asked about health or medical fitness prior to any offer of employment being made to minimise discrimination. Referees will be provided with a job description and person specification for the role for which the applicant has applied. Information is requested in the following areas:

- dates of employment, salary, job title, duties, reason for leaving, key strengths, performance and disciplinary record (employment reference);
- dates of study/known to you, character and key strengths (academic and character reference);
- whether the applicant has been the subject of disciplinary procedures involving issues related to the safety and welfare of children or young people or behaviour towards children and young people (including any in which the disciplinary sanction has expired, but not where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious);
- whether the applicant could be considered to be involved in 'extremism'\*

*\* as defined in the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance)*

Offers of employment are conditional on receipt of a minimum of two written references, which are considered to be satisfactory by the School. The individual should know the referees, either through employment or in a professional or academic capacity. Neither referee should be a relative or someone known to the applicant solely on a personal basis.

If the current or most recent employment does not involve working with children but a previous one does, then the second reference should be from that employer.

Where telephone references are requested, detailed notes will be taken using questions in the School's Reference Request Form, dated and signed.

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

The School will check that all reference questions have been answered and compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant or the relevant referee before any appointment is confirmed.

Where references have not been received in good time before appointment, the references will be followed up and alternative referees approached if needed.

The School may at its discretion make telephone or email contact with any referee to verify the details of the written reference provided.

## **6.5 Medical Fitness**

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School **after** an offer of employment has been made but **before** the appointment can be confirmed. A self-declaration of medical fitness is contained within the contract of employment, confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If the contract of employment has not been signed prior to their start date the individual is asked to sign a Medical Declaration.

Candidates are asked to complete a confidential pre-employment Occupational Health questionnaire. This information will be reviewed against the job description and personal specification for the role, together with details of any other physical or mental requirements for the role. An Occupational Health Advisor and (where applicable) the Whitgift Foundation's Health & Safety Advisor will advise the School of any reasonable adjustments that are required. The School will also make reasonable adjustments to enable disabled people to carry out their duties effectively. The School may also seek further medical opinion from a specialist or a request that the applicant undertakes a full medical assessment for suitability to the post.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

## **6.6 Staff Files**

A summary of completed pre-employment checks and procedures is recorded on staff files.

## **6.7 Single Central Register**

A Single Central Register of all current members of staff at the School is maintained for the academic year. This document details all Governors, teaching and support staff, staff appointed from overseas,



peripatetic music teachers, sports coaches, visiting teachers, casual employees, pupils paid to work at the School, volunteers, supply staff, regular contractors and those employed by third party organisations in regular contact with children. The Single Central Register records the date that all the checks are undertaken and the person who has completed them.

## **7 Recruitment of Ex-offenders**

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

All positions within the School that are considered to be ‘regulated activity’ are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered “spent”. **However, applicants are not required to disclose a caution or conviction for an offence committed in the UK if it has been filtered in accordance with the DBS filtering rules (See Appendix 2).** Failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions and these are detailed in the Equal Opportunities Policy.

It is unlawful for the School to employ anyone in ‘regulated activity’ who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and/or the DBS if:

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

## **8 Contractors, Service Providers and Supply Agency Staff**

Contractors, service providers and supply agency staff from third party organisations engaged by the School must complete the same checks for their employees that the School is required to complete for its own staff. The School requests confirmation from regular contractors in writing annually that all appropriate checks have been completed before an employee of the third party organisation carries out work at the School. Confirmation of these checks is maintained separately or included in the School’s Central Register of safeguarding checks (where appropriate).

Written confirmation of all pre-employment checks which have been completed by the agency prior to the start of supply cover will also be obtained and recorded on the School’s Single Central Register. The School will also request sight of DBS certificates for supply staff who are carrying out teaching work (whether or not they have qualified teacher status) prior to their start.

Student teachers (unless employed by the School) are checked by the supplying university. Written confirmations of checks are obtained prior to placement and photo identity is requested on their first day.

The School will independently verify the identity of staff supplied by agencies or contractors, service providers and student teachers.

## **9 Volunteers**

The School completes informal safer recruitment interviews, obtains two satisfactory employment, academic or character references and obtains formal or informal information provided by staff, parents and other volunteers.

A risk assessment is completed to establish whether a position amounts to ‘regulated activity’ and to identify which level of DBS check is appropriate. Where the volunteer is in ‘regulated’ activity, a DBS with Children’s Barred List is obtained.

If the volunteer is supervised daily and not in ‘regulated activity’, a DBS without children’s barred list is obtained. Appropriate regular, day-to-day supervision arrangements by a member of vetted staff will be put in place during the period of voluntary work and supervision arrangements documented. The individual is informed of these safeguards and signs an agreement to accept these arrangements. The supervision arrangements are reviewed by the supervisor or manager to establish the appropriateness of these arrangements every two weeks. All the necessary checks are completed prior to commencement.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

## **10 Visiting Speakers**

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitably and appropriately supervised.

Where visiting speakers are invited to the School, the staff in charge of the event will carry out informal checks on their suitability, including their appropriateness in terms of risk of radicalisation. Reasonable background information is obtained in advance to decide whether to invite and/or permit a speaker to attend the School. Informal checks may include, for example, checking their website, reviewing the nature of materials used by the speakers or suitability established through a personal acquaintance. Recommendations from schools that have used the speaker may also be sought. Where a visiting speaker or other professionals performing a similar function in School are in ‘regulated activity’, full checks are completed as with staff (including credentials, professional qualifications and a Disclosure and Barring Service Check with Children’s Barred List check). Speakers and visiting professionals are asked for official photo identification on arrival, issued with a visitor badge and supervised by a vetted member of staff whilst on site.

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

The School reserves the right to obtain such information on any other person appointed to work for or at the School.

## **11 Retention and Security of Disclosure Information**

The School's policy is to observe the guidance issued by the DBS on the use of disclosure information, and to act in accordance with the Data Protection Act. The School will:

- store disclosure information and confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's Senior Management team and members of the HR Department;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for no longer than six months after which time it is securely shredded;
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

## **12 Retention of Staff Records**

Where an applicant is successful, the School will retain any relevant information provided as part of the application process on their staff file. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications (where applicable). Medical information may be used to discharge its obligations as an employer eg. consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issues.

Staff records are retained by the School for the duration of the staff member's employment with the School and for a minimum period of six years after employment terminates (in case any legal process requires them) and then securely shredded (as per Chartered Institute of Personnel and Development guidelines).

If an applicant is unsuccessful, all personal data verifying their ID, address and qualifications are securely shredded. All other documentation relating to their application will be securely shredded after six months. The same applies to any suitability information obtained about volunteers involved in school activities.

## **13 Whistleblowing and Exit Interviews**

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Safeguarding Policy and the Staff Code of Conduct). Safeguarding children is at the centre of the School's culture and is accordingly considered formally during staff performance management reviews and finally at exit interview which are optionally offered to all leavers.

## **14 Referrals to the DBS and National College for Teaching and Leadership (NCTL)**

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. The School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in ‘regulated activity’ (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

Reviewed by the Deputy Headmaster and HR Recruitment and Compliance Manager: September 2016

Next review: September 2017

## Appendix 1 List of Valid Identity Documents

All applicants who are invited to interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications, in compliance with the DBS identity check guidelines:

- **one document** from Group 1, and
- **two further documents** from either of Group 1 and Group 2a or Group 2b, one of which must verify the applicant's current address.

Where an applicant has changed their name by deed pole or any other means (eg. marriage, adoption, or statutory declaration) they will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that the School may verify the identity of, and check of any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

### Group 1: Primary Trusted Identity Credentials

- Current valid passport
- Biometric residence permit (UK)
- Current driving licence (full or provisional) (UK, Isle of Man, Channel Islands and EU; photo card with the associated counterpart licence; except Jersey)
- Birth certificate (UK & Channel Islands) – issued at the time of birth (within 42 days of date of birth). Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

### Group 2a: Trusted Government/State Issued Documents

- Current UK driving licence (old style paper version) (UK, Isle of Man, Channel Islands and EU)
- Current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- Birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office/relevant authority ie. Registrars)
- Marriage/civil partnership certificate (UK and Channel Islands)
- Adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Fire arms licence (UK, Isle of Man and Channel Islands)

### Group 2b: Financial/Social History Documents

- Mortgage statement (UK or EEA)\*\*
- Bank/building society statement (UK and Channel Islands or EEA)\*
- Bank/building society account opening confirmation letter (UK)\*
- Credit card statements (UK or EEA)\*

- Financial statement eg. Pension, endowment, ISA (UK)\*\*
- P45/P60 statement (UK and Channel Islands)\*\*
- Council tax statement (UK and Channel Islands)\*\*
- Work permit/visa (UK)
- Letter of sponsorship from future employment provider (non-UK/non-EEA only; valid for applicants residing outside the UK at the time of application and which must be valid at time of application)
- Utility bill (UK) - not mobile telephone\*
- Benefits statement (UK) eg. child benefit, pension\*
- A document from central or local government, government agency, local authority giving entitlement (UK and Channel Islands) eg. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs (HMRC, Job Centre, Job Centre Plus, Social Security)\*
- EU National ID card (must be valid at time of application)
- Cards carrying the PASS accreditation logo (UK and Channel Islands); must be valid at time of application
- Letter from the Head or College Principal for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application.

**Note:** If a document in the list of valid identity documents is:

Denoted with *	it should be less than three months old
Denoted with **	it should be less than 12 months old
Not denoted	it can be more than 12 months old

## Appendix 2 Criminal Records Check (DBS)

**Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.**

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as “spent” under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from the local police records, which a chief police officer considered relevant to the role applied for at the School.

As of 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions that work as follows:

### For those aged 18 or older at the time of an offence

An adult conviction committed in the United Kingdom will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction;
- it is the person’s only offence; and
- it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of “**specified offences**” which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over for an offence committed in the UK will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of “specified offences”.

### For those aged under 18 at the time of an offence

A conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction; and
- it is the person’s only offence; and
- it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of “specified offences”, or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 for an offence committed in the United Kingdom will not be disclosed if two years have elapsed since the date it was issued and if it does not appear on the list of “specified offences”

The list of “specified offences” which must always be disclosed

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person’s previous or subsequent criminal record. The list of “specified offences” can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>



### **Appendix 3 Legislation and Safer Recruitment Regulatory Framework**

Richard Enquiry Report 2004

Data Protection Act 1998

Department of Education (DfE) Statutory Guidance

Disclosure and Barring Service (DBS) Employer Guide

Education (Independent School Standards) (England) Regulations: 2014 – *effective January 2015*

Equality Act 2010

Immigration Asylum and Nationality Act 2006

Keeping Children Safe in Education (KCSIE): September 2016

National Minimum Standards for Boarding Schools (NMS): 2015

Protection of Children Act 1999

Protection of Freedoms Act 2012

Rehabilitation of Offenders Act 1974

Safeguarding Vulnerable Groups Act 2006

The Prevent Duty (DfE) Departmental Advice for Schools and Child Care Providers: June 2015  
*(The Prevent Duty Guidance)*