

Recruitment & Selection Policy

Contents

1	Introduction	4
2	Equality, Diversity & Inclusion	4
3	Recruitment & Selection Procedure	4
4	Recruiting Manager Responsibilities	5
4.1	Planning Stage	5
5	Safer Recruitment	5
6	Resourcing Stage - Advertising	5
6.1	Where to Advertise	6
7	Applications	6
8	Shortlisting	7
9	References	7
10	Assessment Methods	8
11	The Interview	8
12	Selection	8
13	Onboarding	9
14	Right to Work in the UK	10
15	DBS Disclosure and Barred List Checks	10
16	Statement on the Recruitment of Ex-Offenders	15
17	Administration	16
18	Commencement of Employment	16
19	Onboarding & Induction	17
20	Probation Period	17
21	Complaints	17
22	Data Protection	17
	Appendices	
	Appendix 1 – Shortlisting Matrix Sample	18
	Appendix 2 – Reference Request Template	19
	Appendix 3 – Invitation to Interview Letter Template	22
	Appendix 4 – Candidate Interview Assessment Form Sample	27
	Appendix 5 – Offer Letter Template	29
	Appendix 6 – Right to Work Checklist and Acceptable Documents	31
	Appendix 7 – Recruitment Process Flowchart	36
	Appendix 8 – DBS Check Risk Assessment	37
	Appendix 9 – Positive DBS – Record of Recruitment Decision	40
	Appendix 10 – Guidance Notes – Recruitment of Ex-Offenders	42

1. Introduction

This policy sets out our approach to the recruitment process. It includes information about line manager responsibilities, the role of the HR department, job descriptions and employee specifications, assessment criteria, interviews (both remote and onsite) and equality, diversity and inclusion. Briarwood school is committed to recruiting fairly and safely. This policy provides a framework for attracting, selecting and recruiting appropriately experienced and qualified employees, fairly and transparently.

We actively encourages the recruitment of staff with disabilities, and will make reasonable adjustments at all stages of the recruitment process as required. The School is a Disability Confident Employer, and operates a guaranteed interview scheme for disabled applicants.

2. Equality, Diversity and Inclusion

As a Bristol City Council maintained school the governing body aspires to have a workforce that reflects the diversity of the city's population. This school will implement recruitment practices which support this aim.

We are committed to applying our equality, diversity and inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Recruiting Managers must only ask a candidate questions about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.

To prevent any candidate from being disadvantaged because of a disability, the individual responsible for communicating with applicants should ask each candidate whether or not they require reasonable adjustments to be made. These may include ensuring easy access to the premises for an interview/adapting psychometric tests/replacing psychometric tests with an alternative option/providing an alternative to a telephone interview for a deaf candidate/providing a suitable chair for an interview with a candidate suffering from back problems/list other relevant examples.

The HR department is always available to provide guidance on reasonable adjustments.

Please refer to the Schools Equality Policy and Public Duty Statement

3. Recruitment and Selection Procedure

There are three key stages in the recruitment and selection process, namely Planning, Resourcing and Onboarding. These are outlined in detail below.

This procedure applies to the recruitment of all posts in this school with the exception of the Executive Headteacher. Executive Head Teacher recruitment will be undertaken by the governing body supported by the local authority (normally the school's School Improvement Officer (SIO)).

4. Recruiting Manager Responsibilities

Recruiting Managers are responsible for recruitment, in conjunction with the HR department. The HR Officer must first obtain approval from The Executive Head Teacher to commence the recruitment process. If the Recruiting Manager wishes to upgrade a role, or create a new role, they must provide the Executive Head Teacher with justification, focusing on school needs.

4.1 Planning Stage

The Recruiting Manager, under the direction of the Executive Headteacher will:

- Review the need for the job and determine if the post needs to be filled, or if there are alternative ways of achieving the same results.
- Where the vacancy is not permanent ensure the reasons as to why are clear and that these reasons are recorded in supporting paperwork.
- Where the vacancy is a result of a restructure ensure trade unions have been consulted.
- Review the job paperwork and ensure it is up to date and meets the school's current business need. Amend if necessary and complete job evaluation questionnaire with support from HR provider. Most support staff job description and person specifications are available on BCC Intranet/Trading with Schools (TWS) and have been evaluated.
- Check job description and person specification does not include any discriminatory criteria and are clear and concise.
- Check that the person specification includes a criterion under special features regarding safeguarding so that candidates and employees are aware that appropriate disclosure and barring checks will be undertaken.
- Where the post will involve working in Early Years the Employee Specification must include a criterion relating to additional legislation, Disqualification under the Childcare Act 2006 (2018 Regulations) <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

5. Safer Recruitment

This school is committed to ensuring the safeguarding of its pupils through the use of a safer recruitment process.

Safer recruitment training is a legal requirement and is available on line from EPM or iHasco, access to the training is available by contacting the HR Officer at the school. At least one member of every recruitment panel must have been trained in Safer Recruitment. The governing body will nominate at least one governor to undergo the full training.

All recruitment will follow the current guidance on Safer Recruitment and Keeping Children Safe in Education, Part three: Safer Recruitment.

6. Resourcing Stage Advertising

The school will advertise its Executive Head Teacher and Head of Education and Skills and Head of Provision and Inclusion posts nationally, in accordance with Education Law.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, the recruiting manager can take positive action and may appoint a candidate with a protected characteristic which is underrepresented within the grade, job category or work group.

It is our policy that all vacancies will be placed on our intranet and displayed on noticeboards throughout our school. Line managers should encourage existing employees to apply for vacant posts if they have the appropriate qualifications, experience and skills

All jobs of six months' duration or longer will be advertised.

Advertising can be restricted to an internal advert only where:

- There is sufficient diversity in the team/workgroup of the school and there are sufficient suitable candidates to compete for the vacancy
- As a consequence of an internal reorganisation where to make an external appointment would lead to a need to reduce that workgroup
- In the case of amalgamating schools where special arrangements apply

6.1. Where to Advertise

Advertising is important to attract the best possible applicants to apply for the job. To promote internal development the Recruiting Managers should encourage existing employees to apply for vacant posts if they have the appropriate qualifications, experience and skills.

All vacancies are advertised internally and externally at the same time. External adverts will be placed where they will be seen by appropriately qualified potential applicants e.g. Eteach, TES, the school's bulletins/newsletters, school's social media. The specific location will depend on the post that is being advertised.

School vacancies are advertised mainly (but not exclusively) with Eteach, the TES and other national or local publications.

The school will determine the most appropriate form of advert for the post, including the use of 'signpost' adverts which will be published in the local press and specialist media, giving job title, pay and contract type. The advert will 'signpost' applicants to the school (or school's website) where full information about the vacancy will be available.

The closing date for receipt of applications will usually be 14 days after advertising.

7. Applications

The school uses their own application forms, which are Bristol City Council forms reformatted, for "people applying to work with children or vulnerable adults".

The Recruiting Manager will receive applications via Eteach candidate tracking system; shortlisting will occur on this system and will be stored confidentially.

The Recruiting Manager should not send out application packs.

8. Shortlisting

We always aim to recruit the person who is most suited to each particular job. We recruit solely on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience and skills are assessed at the level that is relevant to the job.

Prior to shortlisting each candidate will be subject to an online search for publicly available content on a Google search, LinkedIn, Facebook, Twitter, TikTok and their current schools' website if applicable.

The Recruiting Manager will undertake the first sift of shortlisting based on meeting essential criteria and liaise with the recruitment panel.

Records of shortlisting must be sufficient detail to allow constructive feedback to be given to applicants upon request.

Any disabled candidate who meets the essential criteria or who may do so with reasonable adjustments will be shortlisted.

The Recruiting Manager must consider any inconsistencies and look for gaps in employment and reasons given for them and explore all potential concerns before they shortlist an applicant.

An example of the shortlisting matrix is attached as Appendix 1

9. References

We ask every successful candidate to give their consent for us to obtain two written references and to provide documentary proof of qualifications. Any offer of employment will be conditional on these requirements being satisfactory.

References should be sought at the same time as candidates are invited for interview so that are available prior to the interview.

The referee should be asked specific questions about the applicant's suitability to work with children and details of any disciplinary issues.

References should be scrutinised before the interview by the Recruiting Manager and should be available for the panel at interviews.

References should always be verified with the person providing the reference.

Electronic references will be verified as originating from a legitimate source.

Reference content that is vague or insufficient will be clarified.

References will be compared with application form information and any discrepancies will be taken up with the candidate.

When writing references, managers should ensure that all information is accurate, factual and not misleading, as candidates have the right to see them.

A reference request template is attached as Appendix 2

10. Assessment Methods

Assessment centres, occupational tests or role plays where appropriate, will be considered to aid recruitment.

Occupational tests are a useful way of selecting candidates and require them to demonstrate their ability to undertake tasks within the job.

Assessment methods will include a face to face interview. In some cases, we will hold interviews remotely via telephone/online video call/online with pre-recorded questions. Video interviews are carried out using Microsoft Teams. The Recruiting Manager should in advance provide the interviewee with details of how the interview will be conducted. They should also give the interviewee the opportunity to provide details of any reasonable adjustments that should be made or technological difficulties that they may encounter. Pupil involvement in the assessment process must be done in a meaningful way.

Invitations to interview will inform the candidates of any test or presentations which will be required.

11. The Interview

All shortlisted candidates will be invited to interview in writing.

The invitation will advise the day, date, time and venue of the interview and give details of the selection process that will be used. It will also ask candidates to bring suitable original documentation to check:

- Qualifications
- Identity
- The Right to Work in the UK

Shortlisted candidates will be asked to complete and sign a self-declaration of their criminal record or information that would make them unsuitable to work with children. The self-declaration forms part of the invitation to interview letter.

A template invitation to interview letter is attached as appendix 3

12. Selection

All candidates must be subject to the same selection process which will include an interview.

Reasonable adjustments must be made available to any disabled candidate and these should be recorded. Advice is also available from the school's HR Provider.

A minimum of three people will be on the selection panel and five for Executive Head Teacher interviews.

Where possible interview panels will be diverse in terms of gender and race, and where a candidate has declared as disabled, in terms of disability.

Interviews will be structured and planned. The Recruitment Manager, along with the panel conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively

The recruitment panel will draw up and agree interview questions, ensuring that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the role and the skills needed to perform it effectively. Questions should include Warner style question (value based interviews) as well as questions about qualifications, previous experience, competencies etc. The interview panel should be clear of positive and negative indicators in answers. To ensure fairness, the Recruiting Panel should ensure that questions asked are consistent in all interviews for a particular job. On no account should any job offer be made during or at the end of an interview.

In some cases, we will hold interviews remotely via [telephone/online video call/online with pre-recorded questions]. Video interviews are carried out using [Zoom/Skype for Business/Microsoft Teams/other video conferencing platform]. The Recruiting Manager or a member of the Recruiting panel should in advance provide the interviewee with details of how the interview will be conducted. They should also give the interviewee the opportunity to provide details of any reasonable adjustments that should be made or technological difficulties that they may encounter.

The outcomes of any assessment processes must be recorded on an interview assessment form. If the panel do not unanimously agree who the successful candidate should be, the panel member(s) who disagree(s) with the majority opinion or with the decision of the chair of the panel, will record their opinion on the assessment form and sign it.

A candidate interview assessment form is attached as appendix 4.

The interview assessment form will identify all those candidates who meet the criteria and are appointable and allow them to be ranked in order of merit based on the objective assessment. Records must also be kept of candidates who did not meet the criteria, with clear reasons given as to why they did not meet the criteria in line with General Data Protection Regulations.

All other notes from the assessment process with panel members may have made as an 'aide memoir' can be destroyed or added to the recruitment file. Where they are included in the recruitment file applicants can request to see them under the Data Protection Act 2018, more information can be found on the Government website <https://www.gov.uk/data-protection>

Records must include agreed feedback to be given to candidates upon request. Where requested, feedback should be given within 10 working days, or as soon as possible.

13. Onboarding

An offer of employment will be conditional on the job applicant satisfying the school's usual requirements for employment. As part of the onboarding process, the following pre-employment checks and referrals are carried out as required

- Verification of qualifications – Original qualifications will be checked and verified by the HR Team.

- References - All outstanding references will be collected by the HR Team and an offer subject to satisfactory references, if still awaited, will be issued.
- Barred list and prohibition checks will be undertaken for teaching posts).
- In addition, the offer of employment will be conditional, where required, on satisfactory completion of DBS checks, depending on the post in question. Where the job applicant refuses to agree to an application to the DBS or a DBS check is completed but the job applicant refuses to allow the school to see the DBS certificate, they will be treated as not having satisfactorily completed the DBS check.

No job applicant will be permitted to commence employment with the school until all specified conditions are satisfied.

Not all criminal convictions will be a bar to employment. The results of a DBS check will be considered on an individual basis and the school will act in a proportionate manner when deciding whether or not to proceed with the appointment to the post in question. However, the protection and safeguarding of children is the school's primary concern.

Successful candidates will be paid in accordance with the school's pay policy.

14. Right to Work in the UK

We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents to the school being able to carry out a check on the Home Office online [right to work checking service](#) confirming their right to do the work in question. To enable us to conduct an online check, the candidate must have shared their right to work details using the Home Office [prove your right to work](#) to an employer online service.

The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality or ethnic or national origins.

15. DBS Disclosure and Barred List Checks

DBS checks are processed by the Disclosure and Barring Service (DBS).

Vulnerable groups of people need to be protected and DBS checks assist in ensuring that individuals engaged in a regulated activity working with vulnerable groups do not have any information disclosed on the DBS check that would deem them unsuitable to the that position.

Types of DBS checks:

- A basic check, which shows unspent convictions and conditional cautions
- A standard check, which shows spent and unspent convictions, cautions, reprimands and final warnings
- An enhanced check, which shows the same as a standard check plus any information held by local police that's considered relevant to the role
- An enhanced check with a check of the barred lists, which shows the same as an enhanced check plus whether the applicant is on both the adults' barred list, children's barred list or both

Process

1. The school, as required by Bristol City Council, has a rolling programme of disclosure checks in accordance with this policy. Checks will be carried out at three yearly intervals in conjunction with the Disclosure Service.
2. The enhanced DBS check searches the applicant's details against criminal records and other sources, including the Police National Computer. The check may disclose convictions, cautions, reprimands and warnings.
3. The applicant only will receive a copy of the Disclosure Certificate. This has been introduced so that the applicant has the chance to challenge any information that is not factually correct. It is, therefore, paramount that the School ensure that they have sight of the original DBS Disclosure Certificate as quickly as possible.
4. The DBS check will either confirm that the applicant doesn't have a criminal record, or it will disclose any relevant convictions, cautions, reprimands, warnings and, if applicable, whether the applicant has been barred from working with children and/or vulnerable adults. The police can also include non-conviction information, which may be relevant. An enhanced DBS check uses a range of different information sources, including the records of the Police National Computer (PNC) and other data sources.
5. The School must obtain an enhanced DBS check for every employee or volunteer who is involved in regulated activity working with children and/or vulnerable adults.
6. It is the responsibility of the Recruitment Manager to ensure that the relevant and appropriate checks have been completed before the agency worker/contractor/sub-contractors starts work.
7. We accept agency workers existing DBS checks, as long as this was a new DBS check completed prior to their assignment/placement with the School or Council. The certificate number and date of clearance must be evidenced. This may also include the DBS update service.

Disqualification under the Childcare Act

The 2018 regulations are made under section 75 of the Childcare Act 2006 ("the 2006 act"). They set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the act. Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulations may not:

- provide relevant childcare provision
- be directly concerned in the management of such provision

Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings set out in the relevant offences and orders section of this guide, unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake.

An employer commits an offence if they contravene section 76(3), except if they prove that they did not know, and had no reasonable grounds for believing, that the person they employed was disqualified.

Disqualification Criteria

The criteria for disqualification under the 2006 act and the 2018 regulations include:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations
- refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children's homes, or being prohibited from private fostering, as specified in paragraph 17 of Schedule 1 of the 2018 regulations
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom
- The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which will lead to disqualification, are set out in the 2018 regulations.
- Relevant offences and orders
- Under the legislation a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a 'relevant offence') this includes:
 - being convicted of a relevant offence
 - on or after 6 April 2007, being given a caution for a relevant offence
 - on or after 8 April 2013, being given a youth caution for a relevant offence

A person who is found not guilty of a relevant offence by reason of insanity or found to be under a disability and to have committed the act for which they have been charged in respect of a relevant offence is also disqualified (regulation 2(2) of the 2018 regulations).

A list of the relevant offences and orders, as referred to in the disqualification criteria section of this guidance, that lead to the disqualification under the 2018 regulations is set out in the tables A and B in the appendices. Additionally, any offence resulting in the death of, or bodily injury of a child is considered a relevant offence under the legislation and must be disclosed.

For new employees an up-to-date enhanced DBS certificate will help schools establish whether offences committed by individuals are relevant offences.

For existing employees' schools could consider using the DBS Update Service to supplement any employee self-declaration.

More information can be found on the Government website:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

DBS Update Service

The DBS operates an update service which is an online subscription service payable by the individual, that enables individuals to keep their DBS certificates up-to-date.

This service allows employers to check a DBS certificate online, with the consent of the individual. Registration lasts for one year. Please note there is a service cost for this. Employees must retain their original DBS certificate, which is needed for a status check to be carried out.

Complaints

Complaints relating to mistaken identity or the nature of the information given in a criminal record disclosure can only be dealt with by the Disclosure and Barring Service.

Employee's Responsibilities

- Employees continued employment in their post is subject to satisfactory enhanced DBS check at three yearly intervals.
- Employees working with children and vulnerable adults are required, under the School's and Council's Code of Conduct for Employees to inform their manager immediately if they are subject to a criminal conviction, caution, ban, police enquiry or pending prosecution.

School's Responsibilities

- The School is responsible for the application of this policy.
- It is Bristol City Council and School policy that no one should be allowed to start work in a post which requires a satisfactory DBS check before the disclosure is received. However, if, for operational reasons, someone starts work pending the completion of a submitted enhanced DBS application, a full risk assessment should be completed. This must be authorised by the Executive Head Teacher.
- When using an agency worker, the Pastoral Co-Ordinator should ask the agency to provide written confirmation and/or a copy of the DBS check, to ensure that each worker supplied to them has had a satisfactory DBS check and checks against the Children's and/or Adult's barred list. The agency is legally the employer of any agency worker and the responsibility to obtain a relevant DBS check or an Enhanced check for Regulated Activity is theirs. The agency worker should show relevant information and photo ID to the site administrator if not previously provided to the Pastoral Co-Ordinator.
- The Executive Head Teacher has a duty to make referrals to the DBS when someone has been removed from working in regulated activity for allegedly causing harm, or posing risk of harm to a child or adult.

Trade Union Representative's Role

- To support and advise members.
- To raise issues with the school with a view to resolving them informally and at local level.
- To seek a resolution at a local level to avoid escalation into a more serious matter.

Guidance for Managing a Positive DBS Disclosure

- The term “positive disclosure” refers to a disclosure containing information relating to convictions, cautions, reprimands etc. together with any “soft” information relating to non-convictions that police deem relevant.
- Each case will be decided on its own merits.
- The overriding consideration is the safety of service users. The School should ensure as far as possible that those employed in designated roles are suitable persons who would not take advantage of their employment to abuse, assault or otherwise mistreat children or adults.
- If the DBS disclosure certificate affirms a conviction the applicant has already disclosed, and this information has already been considered, you can proceed and issue an offer of employment. The exception would be if the applicant is on the children’s and/or adult’s barred list(s) and has applied to work in regulated activity. In these circumstances, it would be illegal for the organisation to allow the applicant to engage in a regulated activity with children and/or adults.
- If a DBS check reveals a conviction or caution that you weren’t expecting or that the applicant had not previously disclosed and is relevant to the role, then further consideration will be necessary to ascertain whether you can offer employment.

The Recruitment Manager will talk to the applicant, go through each of these points:

- The relevance of any offence(s) to the post in question.
- The length of time since the offence(s), and any evidence to indicate the candidate has subsequently changed behaviours or learned from the experience.
- The age of the candidate at the time of the offence(s) and context surrounding the offence(s).
- The frequency and/or severity of offending.

Disclosure & Barring Service (DBS) – Duty to Refer

The Safeguarding Vulnerable Groups Act 2006 (sections 41 and 43) and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (sections 43 and 47) sets a legal duty for the council and school to refer information to the DBS if the council or school were to dismiss or remove an employee/volunteer from working with children and/or adults (in what is legally defined as regulated activity) because they have met the referral criteria.

The council has a legal duty to refer as both the regulated activity provider and the local authority, the school has a legal duty to refer as the regulated activity provider. This is in circumstances where the council or school have withdrawn permission for a person to engage in regulated activity, because the person has either:

- Harmed or poses a risk of harm to a child or vulnerable adult, or
- Satisfied the harm test, or
- Received a caution or conviction for a relevant offence
- This also applies if the local authority would or might have withdrawn permission for a person to engage in regulated activity if the person has not otherwise ceased to engage in regulated activity. This includes situations where the person was redeployed to a non-regulated activity role or resigned or retired.

The duty to refer applies regardless of whether another body has made a referral in relation to the same person.

Examples of when Duty to Refer Applies

Scenario 1

A school investigation identified that a member of support staff employed by them has verbally and emotionally abused pupils. The member of staff resigned shortly after the allegations were made. It was concluded that had the employee not left they would have been dismissed from their role.

Scenario 2

Following allegations of abuse at a school maintained by the local authority, it was identified that a member of staff established an inappropriate relationship with a child who was a pupil at the school. The member of staff also took sexually explicit images of the child. The member of staff was arrested and prosecuted.

How to make a referral

Complete the DBS referral form. It asks for all prescribed information, along with supporting documentation.

Further information and guidance is available at the Disclosure and Barring Service:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

16. Statement on the Recruitment of Ex-Offenders

In accordance with the Disclosure and Barring Service Code of Practice, this information is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at

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

- As an organisation that uses the Disclosure and Barring Service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), which requires you to disclose convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of ‘protected’ cautions and convictions which do not need to be disclosed by a job applicant can be found at the Ministry of Justice. A DBS check will therefore be carried out before the appointment to any job at the School is confirmed. This will include details of convictions and cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- We select all candidates for interview based on their skills, qualifications and experience
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview, and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to the withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the School. This will depend on the nature of the position and the circumstances and background of your offences.

17. Administration

The school’s HR team must complete the starter documentation needed by the school’s payroll and HR provider. A copy of the application form and offer letter will be sent to the school’s HR provider.

18. Commencement of Employment

All new starters will receive a comprehensive new starter pack which will include relevant policies and the school’s Code of Conduct, which all employees need to read and sign.

19. Onboarding and Induction

We provide all new employees with a comprehensive onboarding programme. The purpose of the onboarding programme is to provide employees with the best possible start in their role, as well as ensuring staff settle in well into school. The onboarding process also provide staff the opportunity to gain an understanding of our organisation and its values and culture.

20. Probation Period

All support staff appointed to this school are subject to a six month probation period, including those with previous local government service gained with an employer other than Bristol City Council.

The probationary period and induction are a continuation of the selection process. Probation is an important time for both managers and new staff to settle in in to a new role and to identify whether they are able to undertake the job to the required standards. Managers use the school's probationary policy and guidance documentation to structure and record the probation period.

Staff should be aware that some of the tasks covered during the onboarding programme may be used to review performance, capability and suitability for the role as part of the probationary period

21. Complaints

A candidate wishing to make a complaint regarding the appointment process should be made in writing to the Executive Head teacher (or Chair of Governors where the complaint is about the Executive Headteacher).

If the complainant is not satisfied with the response given s/he can appeal against it to a panel of governors

22. Data Protection

Briarwood School processes all personal data collected during the recruitment process in accordance with our Data Protection policy/Processing special category personal data and criminal records data policy.

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Staff should report immediately any inappropriate access or disclosure of job applicant data in accordance with our organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under our organisation's Disciplinary procedure.

Appendix 1 – Shortlisting Matrix Sample

Candidate Number	Qualifications		Experience
	Essential		Essential
	Awarded or willing to work towards GCSE English and Maths or equivalent to at least level 2 of NVQ framework		At least 1 years experience of working effectively in a learning/ childcare/ nursery setting
Candidate Number	Skills & Knowledge		
	Essential	Essential	Essential
	Skills of empathy, listening, communication and responding with appropriate language to build rapport with children from variety of ages, abilities and backgrounds	Aptitude to develop a knowledge of the role within the education environment	Ability to demonstrate effective working with individual pupils and small groups under the direction and supervision of a qualified teacher
Candidate Number	Personal Attributes		
	Essential	Essential	Essential
	Flexible, Adaptable and positive attitude to working in a structured environment	Communication Skills to promote and develop effective working with pupils and colleagues	Communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response
Candidate Number	Essential Criteria Total	Shortlisted Yes/No	Reasons

Appendix 2 – Reference Request Template (on Headed paper sent via Eteach)

DATE

Dear

Reference Request for Post of:
Date to be returned by:

As you may know, xxxxx has applied for the above post and has given your name as a referee. I enclose a job description and employee specification for the post, and a questionnaire to be completed if you are the current, or former employer of the applicant.

This post is a regulated position, which means that police clearance through the Disclosure and Barring Service will be sought for the successful candidate. I would very much appreciate you completing the attached questionnaire by the above date, or supplying a reference in your standard format.

The post for which the application is being made is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 in order to protect the public. It is not, therefore, in any way contrary to the Act to reveal any information you have concerning convictions which would otherwise be considered as 'spent' in relation to this application and which you would consider relevant to the applicant's suitability for employment. Any such information will be used only in consideration of the suitability of this applicant for a position where such exemption is appropriate.

Our employees have the right of access to their own personnel files and, therefore, to references held within them. Can I, therefore, respectfully remind you that references need to be factual, accurate and objective.

Our recruitment policy places great emphasis on references. Candidates can only be appointed on receipt of satisfactory references. Any delay in receiving the reference could delay this appointment should the above named be the most suitable applicant.

Your help in this important part of our procedure is very much appreciated.

Yours sincerely

HR Officer

STRICTLY PRIVATE & CONFIDENTIAL
Reference Request Form

Applicant name	
Post applied for	
School	
Name of referee	

Please respond to all questions, indicating "none" or "not applicable" or "not relevant" where appropriate.

1.	Your relationship to the applicant (e.g. employer, line manager etc).
2.	In what capacity is/was the applicant employed? Please enclose a job description if possible.
3.	What is the applicant's current pay (or pay at the time s/he left employment with you)?
4.	If the applicant has left your employment, please give the reason.
5.	This post is in "regulated activity" and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, it is essential that you let us know if, for any reason, you have concerns about the employment of this person in a school setting where s/he will come into contact with children. Do you have any concerns? No <input type="checkbox"/> Yes <input type="checkbox"/> (please enclose details separately under confidential cover)
6.	Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when s/he left your employment? No <input type="checkbox"/> Yes <input type="checkbox"/> (please enclose details separately under confidential cover)
7.	Are there any disciplinary procedures, allegations or concerns which the applicant has been subject to involving issues related to the safety and welfare of children or young people, including anywhere the disciplinary sanction may have expired. Please provide details of the allegations investigated, the conclusion and how the matter was resolved. No <input type="checkbox"/> Yes <input type="checkbox"/> (please enclose details separately under confidential cover. Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included).
8.	Would you re-employ the applicant in the same job as s/he currently holds or held? No <input type="checkbox"/> Yes <input type="checkbox"/>
9.	Would you be prepared to appoint the applicant to the equivalent post in your school? No <input type="checkbox"/> Yes <input type="checkbox"/>
10.	Between what dates was the applicant employed by you?

Please continue to Question 11 overleaf

11. Assessment of applicant from your experience in his/her work.
Please mark the relevant box

Area	Out-standing	Good	Satis-factory	Poor	Not Known/ applicable/ relevant
Reliability in meeting deadlines and completing a course of action. Punctuality.					
Managing time effectively					
Knowledge, skills and level of competence					
IT skills and knowledge					
Accuracy and appropriateness of written communication e.g., report and letter writing					
Working energetically and calmly with others, delegating and communicating appropriately.					
Resilience when facing problems or difficulties					
Exercising responsibility and showing initiative					
Managing other staff effectively					
Showing initiative and taking positive action towards continuous improvement in job role and more widely.					
Proactively reviewing own performance, positively accepting and acting on advice for improvement.					
Positively addressing own personal development, seeking out learning opportunities.					
Positive relationships with children. Behaviour management in accordance with school policy.					
Understanding of child protection and safeguarding issues					

It would be helpful if you would enclose a further statement giving your opinion of the applicant’s suitability or otherwise for this post, including any other information about this applicant that you think would help the selection panel.

I understand that

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed	Date
Name	Official Stamp (or please attach a compliments slip)
Position	

If you are emailing your reply, it would be appreciated if you would also post an original signed copy to the address above.

Appendix 3 – Invitation to Interview Letter Template (on Headed paper sent via Eteach)

DATE

NAME

ADDRESS

ADDRESS

ADDRESS

Dear **NAME**

I am pleased to invite you for interview for the post of **[post title]** on **[date]** at **[time]** at **[place]**.

On arrival, please report to reception.

Please find enclosed directions to the School and a programme for the interview.

If you are made an offer of employment, then it will be conditional and subject to confirmation of:

- Two satisfactory references
References will normally be requested prior to the interview taking place. Where you have specifically indicated that you have not given consent to contact a referee prior to interview, then the reference will only be taken up if you are successful at interview.
- Right to work in the UK - please see the enclosed Home Office Right to Work Checklist
- Barred List and DBS Clearance
- Pre-Employment Health Clearance
- Qualifications
Original copies of qualifications which you have declared as part of your application and which are an essential requirement for the role.
- Disqualification
- Certificate of Good Conduct, in addition for teaching posts a Letter of Professional Standing (if appropriate) further information can be found at Regulated Professions database or contact the UK Centre for Professional Qualifications
- Section 128 check (if appropriate)
- Prohibition Order Clearance (if appropriate)
- Full clean driving licence (only applicable to posts that require driving)
- A utility bill dated within the last **3 months** or another form of verification of your current address
- Original birth certificate

If you are successful at interview, we will require further information.

Please bring with you in a sealed envelope a completed **Invitation to Interview Checklist** together with the relevant enclosures.

The information collected at interview will be used in compliance with the General Data Protection Regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. When the recruitment process is completed, your information will be stored securely for a maximum of six months then securely destroyed, save where you are employed as a result of this recruitment process.

Should you have any specific requirements relating to a disability or dietary needs please let us know.

Please confirm that you will be attending the interview by email to HR.BriarwoodSP@bristol-schools.uk

Yours sincerely

HR Officer

Invitation to Interview Checklist

Please complete the below checklist ensuring you have included all relevant documents for the interview.

Interview date:	
Post:	
All forenames:	
All surnames (including previous surnames):	

Please ensure that you have completed and/or provided the following documentation that the School requires.

Action	Yes	No
1. Disclosure of Criminal Convictions I confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form.	<input type="checkbox"/>	<input type="checkbox"/>
2. Disclosure of Child Protection Investigation Have you been subject to any child protection investigation? If yes, please provide details in a separate sealed envelope of the circumstances and the outcome including any warnings, orders or conditions.	<input type="checkbox"/>	<input type="checkbox"/>
3. Disclosure of Relationships Do you have any relationship with a pupil, employee, governor or trustee? If yes, please enclose details.	<input type="checkbox"/>	<input type="checkbox"/>
4. Documents Provided to Evidence Right to Work I confirm that I will provide evidence of my right to work in the UK. Please see the enclosed Home Office Right to Work Checklist . Certificate of Good Conduct, in addition for Teaching posts, a Letter of Professional Standing, further information can be found at Regulated Professions database or contact the UK Centre for Professional Qualifications (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
5. Documentation to Process DBS Check I confirm that if appointed I will provide the appropriate documents (including a Birth Certificate) to allow a DBS check to be undertaken.	<input type="checkbox"/>	<input type="checkbox"/>

6.	Qualification Certificates Provided I confirm that I will provide the original copies of qualifications which I have declared as part of my application and which are an essential requirement for the role.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Prohibition Order (teachers only) I confirm that I am not prohibited from teaching.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Section 128 direction (for applicable position) I can confirm that I am not subject to a section 128 direction.	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Applicant: _____

Print Name: _____

Date: _____

Private and Confidential Criminal Convictions Disclosure Form

Please read the information below before completing the form. The completed form must be brought to your interview for the post of (job) _____ on (date) _____ and given to us in a sealed envelope.

It is the School's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The school's policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro – <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 0924 133848

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **Yes/No**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **Yes/No**

*Only ask if you are recruiting to a post working in regulated activity with children

Are you included on the DBS children's barred list? **Yes/No**

Are you known to the police and children's social care?

Yes/No

Is there any relevant overseas information about you that may impact your suitability to work with children?

Yes/No

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

Offence	Date	Court	Sentence/Penalty

1a. Pending Prosecutions

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

Alleged Offence	Appearance Date	Court

1b. Disqualification

It is a legal requirement for Schools and Academies to ensure that the individuals they employ are not disqualified from working with children who have not yet reached the age of 8. This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8. By signing this form, you confirm that you are not disqualified from working in the specified settings. If you are appointed, you will be required to immediately inform the Headteacher if you become disqualified.

Signature:		Full Name (in capitals):		Date:	
------------	--	-----------------------------	--	-------	--

1c. Prohibition from Teaching (if teaching post)

I confirm that I am/am not (delete as appropriate) subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013.

Signature:		Full Name (in capitals):		Date:	
------------	--	-----------------------------	--	-------	--

Section 128 (if a management position e.g., Headteacher, teaching positions of the Senior Leadership team, or any teaching positions which carry a department headship.)

I can confirm that I am/am not (delete as appropriate) prohibited or restricted from participating in the management of Schools in line with under s.128 of the Education and Skills Act 2008.

Signature:		Full Name (in capitals):		Date:	
------------	--	-----------------------------	--	-------	--

I certify that I have read and understood this form and to the best of my knowledge the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment or result in summary dismissal if I am in the post, with possible referral to the police.

Signature:		Full Name (in capitals):		Date:	
------------	--	-----------------------------	--	-------	--

If you are appointed, this form will be retained on your personnel file for the duration of your employment. If you are not appointed this form will be securely destroyed after six months.

Appendix 4 – Candidate Interview Assessment Form Template

Interview – (Date)

Task: **Details of task**

Candidate: _____ Interviewer: _____

Overall Total: _____ / 55

Task out of / 5

Task Notes

Candidate: _____

Interviewer: _____

Question	Response	Score 1=poor, 5=excellent
1. <i>Expected Response</i>		
2. <i>Expected Response</i>		
3. <i>Expected Response</i>		
4. <i>Expected Response</i>		
Do you have any questions for us?		English Fluency Rating

An average of 10 questions are asked

Appendix 5 – Offer Letter Template (on Headed paper)

DATE

NAME

ADDRESS

ADDRESS

ADDRESS

Dear XXX

Following your interview on XXXXXXXXXXXX I am very pleased to offer you a permanent/fixed term/maternity cover position at Briarwood School, commencing XXXXXXXXXXXX, as XXXXXXXXXXXX on XXXXXXXXXXXX (actual salary per annum). Your working pattern is XXXXX to XXXXX from xxxam to xxxpm inclusive of a 30 minute unpaid lunch break.

A contract of employment will be sent to you in the near future but in the meantime if you have any queries please contact Dawn Saunders on dawn.saunders@bristol-schools.uk or on 0117 353 2651

This offer is subject to the following conditions:

a) References

We are in receipt of two references, which we consider satisfactory, one of which is from your current employer and/or your most recent employment working with children.

b) Right to Work in the UK

Please ensure you have the required documentation to evidence your right to work in the UK.

c) Barred List and DBS Check

A Barred Check List will be undertaken by EPM, the School's HR provider, to confirm that you are not barred from working with children.

We require a satisfactory Enhanced Disclosure and Barring Service (DBS) check. Please complete the form enclosed and contact HR.BriarwoodSP@bristol-schools.uk to arrange to come into school as soon as possible to complete the DBS check. Please find enclosed further information and a list of acceptable identification documents, evidencing your date of birth and current address. The most common acceptable documents are:

1. A current valid UK **or** EEA passport, **or** non EEA passport in combination with a Biometric Residence Permit/Visa; along with
2. A UK phot card driving licence **or** a UK/Channel Islands Birth Certificate (both if you cannot provide a document from step 1; along with

3. Proof of your current address in the form of a UK Bank **or** Building Society **or** Credit Card Statement, **or** a Utility Bill (not mobile phone) that is less than 3 months old, **or** a UK Mortgage **or** Council Tax **or** P45/P60 Statement that is less than 12 months old.

d) Pre-Employment Health Check

A satisfactory pre-employment health. Please complete the enclosed pre-employment health questionnaire and return to the school.

e) Qualifications

Evidence of relevant qualifications to the job role must be provided, copies of these will be taken.

f) Criminal Convictions Disclosure Form

You will have been asked to complete the Criminal Convictions Disclosure Form (which covers Disqualification in accordance with the provisions of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. If you have yet to do so, you must complete this form and return to Dawn Saunders.

g) Prohibition Order (teachers only)

Confirmation from EPM, our HR provider, that you are not subject to a teacher's prohibition order. The offer of employment will be withdrawn if any of the above conditions are not satisfied.

h) Certificate of Good Conduct (overseas check) if applicable

i) Other Pre-Employment Information

Please complete and return the paperwork below as soon as possible:


- DBS Application Form (enclosed)
- Pre-Employment Health Check Questionnaire
- Additional Information and Emergency Contact Details (enclosed)
- Bank Details Form (enclosed)
- General Data Protection Regulation Privacy Notice and Consent (enclosed)
- Criminal Convictions Disclosure Form (enclosed) – if not completed at interview
- HMRC Starter Checklist form if you do not have a P45
- E-safety Policy
- Code of Conduct
- Safeguarding and Child Protection Policy

I very much hope that you will accept this offer of employment. If you wish to do so, please sign the enclosed copy of this letter and return it to me. This offer is open for you to accept until XXXXXXXX, at which time it will be deemed to be withdrawn. I look forward to hearing from you and welcoming you to Briarwood in due course.

Yours sincerely
HR Officer

Appendix 6 – Right to Work Checklist and Acceptable Documents

[Right to work checklist \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)


Home Office

Right to Work Checklist

Name of person:	
Date of check:	
Type of check:	Initial check before employment <input type="checkbox"/>
	Follow-up check on an employee <input type="checkbox"/>

You may conduct a physical document check or perform an online check to establish a right to work. Where a right to work check has been conducted using the online service, the information is provided in real-time, directly from Home Office systems and there is no requirement to see the documents listed below.

Step 1 for physical check

- You must **obtain original documents** from either **List A** or **List B** of acceptable documents for a manual right to work check.

List A

1. A passport (**current or expired**) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (**current or expired**) showing that the holder is a national of the Republic of Ireland.
3. A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A **current** Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

- 8. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- 9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- 10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1

- 1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- 2. A **current** Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- 3. A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question.
- 4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- 5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
- 6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- 7. A **current** immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2

- 1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- 2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- 3. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- 4. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Step 2 – Check

You must **check** that the documents are genuine and that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.

1. Are photographs consistent across documents and with the person’s appearance?	Yes	No	N/A
2. Are dates of birth correct and consistent across documents?	Yes	No	N/A
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes	No	N/A
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (For students who have limited permission to work during term-time, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed.)	Yes	No	N/A
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes	No	N/A
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	Yes	No	N/A

Step 3 - Copy

You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely; electronically or in hardcopy. You must copy and retain:

1. **Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
2. **All other documents:** the document in full, both sides of a biometric residence permit. **You must also record and retain the date on which the check was made.**

Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check.

The documents that you have checked and copied are from:

1. **List A** You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are not required to carry out any repeat right to work checks on this.
2. **List B: Group 1** You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
3. **List B: Group 2** You have a **time-limited statutory excuse** which expires six months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check.

Home Office online right to work checking service

Currently, the online checking service supports checks in respect of those who hold:

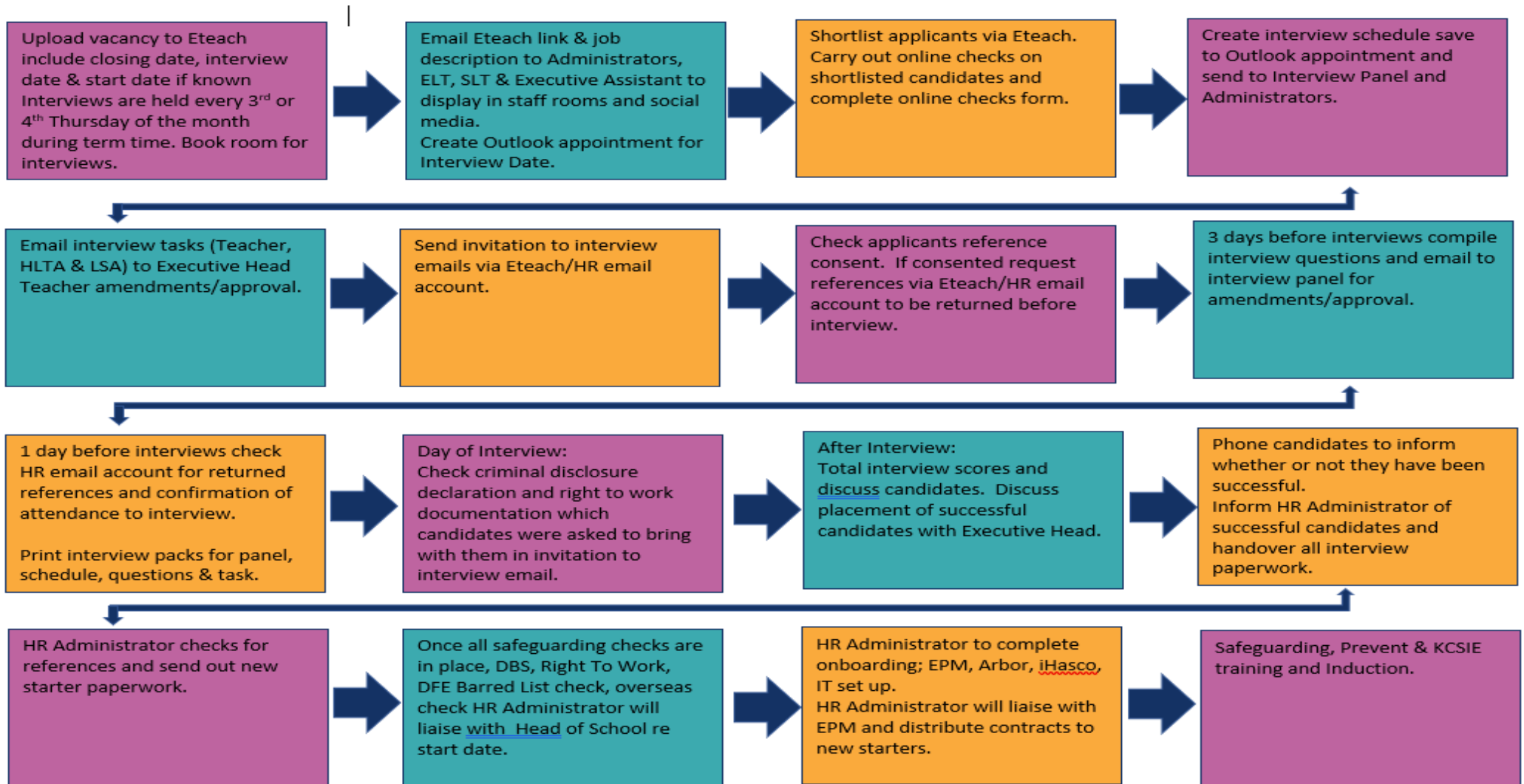
- a biometric residence permit; or
- a biometric residence card; or
- status issued under the EU Settlement Scheme; or
- status issued under the points-based immigration system; or
- British National Overseas (BNO) visa; or
- Frontier Worker permit

There are three basic steps to conducting an online right to work check:

1. use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on GOV.UK) in respect of an individual and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question;
2. satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
3. retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.

More information on how to conduct a manual and online check can be found in guidance at [GOV.UK/government/collections/right-to-work-checks-employer-guidance](https://www.gov.uk/government/collections/right-to-work-checks-employer-guidance)

Appendix 7 – Recruitment Process Flowchart



Appendix 8 - DBS Check Risk Assessment

This form can be used to assist in assessing and recording the risks of allowing someone to start work in the school prior to a DBS check being received or where a DBS certificate shows relevant convictions or other relevant information.

The completion of this risk assessment is the responsibility of the Head of School. It must be authorised by the Executive Head Teacher before the person can start or continue working with pupils. The completed risk assessment form must be placed on the individuals personnel file and made available for Safeguarding and Ofsted inspections.

Only in **very exceptional circumstances** staff, who work with children or their records may work without an enhanced DBS certificate if they are closely supervised i.e. within sight and sound of someone with a clear DBS check. However, this will normally **only be permissible when not to allow them to work would disrupt the care of children, e.g. where there is a regulatory requirement to have a ratio of staff to number of children.** People may therefore only work in these circumstances when the following applies:

- The appointment is necessary to allow service provision to continue.
- An enhanced DBS check has been applied for.
- The person has no unsupervised contact with children.
- They have no access to sensitive records, particularly information about individual children.
- The risk assessment and risk management plan has been completed and signed off by the Head of School and Executive Head Teacher.

Due to the high risks involved in appointees must not work one to one with pupils or provide personal care to pupils, they must not undertake this work until the fresh enhanced DBS certificate has been received.

Heads of School must ensure that all staff are aware of these arrangements.

Appointees will be able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.

DBS RISK ASSESSMENT CHECKLIST

Starting work prior to DBS Certificate being received

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been issued.

Name of Employee

Role

Interview Date

Proposed Start Date

DBS Check Application Date

The employee must not start without the application being made

Is the person in 'Regulated' Activity

Yes

No

Reason for starting before a new DBS Check has been received

<input type="checkbox"/>
<input type="checkbox"/>

Continuity of the schools' provision to pupils

Other (please state)

Known Information

Have all following checks been satisfactorily completed:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Identity check (photographic)

Verification of current address

Barred list check

Prohibition check (for teachers)

Overseas check (where relevant)

Right to Work in the UK

Confirmation of Qualifications (for teacher)

Two references

Any other information:

Previous DBS Certificate (if available)

If the employee has a previous DBS, on what date was it issued?

When was the employee's last day of work at previous job?

Decision – this should be based on evaluating the above information collated.

- High Risk** – Person **should not** be allowed to start without a new Enhanced DBS, as there is insufficient information about the employee in the 'Known Information' list above.

- Medium Risk** – Person may start work and although there is sufficient other information listed above, because they do not have a current enhanced DBS certificate, the employee must be supervised at all times and **must not** undertake 1:1 work, personal care activities or left alone with pupils. The unchecked employee **must** always be within sight and hearing of an employee with an enhanced DBS check.

- Low Risk** – Person may start work, without additional supervision, as they already hold an enhanced DBS check **and** there is no break in service of 3 months or more **and** all other checks have been satisfactorily completed.

Authorisation

Head of School (print name)

Head of School (signature)

Date

Executive Head Teacher (print name)

Executive Head Teacher (signature)

Date

Appendix 9 - Positive DBS – Record of Recruitment Decision

All disclosures which are relevant to child protection, regardless of the seriousness of the offence(s)/conviction(s) /charge(s) revealed, will be subject to an objective assessment. All sections of this form must be completed by the Recruitment Manager and the form retained on file.

Section 1: General

Date:	
Name of applicant:	
Post applied for:	

Section 2:

Does the applicant meet all the essential criteria for the post i.e. skills, knowledge and ability?	Yes	No
Is the type/nature of offence(s) directly relevant to the post? (see Notes at the end of this form)	Yes	No
When did the relevant offence(s) occur?	Less than 2 years ago	More than 2 years ago
Is there a pattern of related offences?	Yes	No
Is there a pattern of unrelated offences?	Yes	No
Is this context/circumstance still relevant today?	Yes	No
Was the relevant offence(s) committed at work (i.e. paid employment)?	Yes	No
What level of independence will the post holder have?	Close Supervision	Minimal Supervision
Does the applicant demonstrate a determination not to re-offend?	Yes	No
Did the applicant declare the relevant offence(s) on their application form?	Yes	No

Appendix 10 - Guidance Notes - Recruitment of Ex-Offenders

These guidance notes are taken from EPM's Model Policy of Ex-Offenders and are provided as a reminder of the types of offences that the School considers high risk when employing an individual to work with children or vulnerable adults. You can find further guidance on accepting a positive DBS result by contacting a member of the EPM DBS team or from NACRO.

Work with Children

Under the Protection of Children Act 1999 and the Criminal Justice and Courts Services Act 2000, it is unlawful to employ persons, regardless of any mitigating circumstances, who may have regular contact with children who are either:

- Included on the list maintained by the Secretary of State for Health of people judged to be unsuitable to work with children. Unsuitability includes, but is not limited to, previous convictions. Referral to the list must be made by a "childcare organisation" if the person concerned was employed in a post involving the care of children and commits misconduct (whether or not within the course of their employment) which has harmed a child or put a child at risk of harm;

OR

Subject to a disqualifying order made on being convicted or charged with the following offences against children:

- Murder
- Manslaughter
- Rape
- Other serious sexual offences
- Grievous bodily harm
- Other serious acts of violence.

It is the School's normal policy to consider it a high risk to employ persons, who may have regular contact with children, if they have been convicted or charged at any time of the following offences against children or adults:

- Murder
- Manslaughter
- Rape
- Other serious sexual offences
- Grievous bodily harm

- Other serious acts of violence
- Serious class A drug related offences.