



## SAFER RECRUITMENT

Friesland School will ensure that ALL offers of appointment are conditional upon:

- Verification of candidate's identity (if not already established)
- Enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity
- Obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- Verifying the candidates mental and physical fitness to carry out their work responsibilities
- Verify the person's right to work in the UK
- Verify that at least 2 satisfactory references from appropriate sources;(1 of the references must be from the current or last employer)
- Verification of qualifications (if not already complete)
- Verification of professional status, e.g. QTS status, NPQH; For teaching posts this must include verification of successful completion of the statutory induction period (applicable to those obtaining QTS after 7 May 1999)
- For teachers a prohibition from teaching check and confirmation that they are not barred from teaching
- A disqualification under the Childcare Act 2006 check if the new starter works in a relevant setting
- For support staff posts – satisfactory completion of at least a 6 month probationary period
- For UK staff who have worked abroad the same checks must be undertaken as well as additional checks such as obtaining certificates of good conduct from relevant embassies or police forces
- For non UK citizens – satisfactory clearance through the Overseas Information Service (DBS) and appropriate checks such as obtaining certificates of good conduct from relevant embassies or police forces. Confirmation of their right to work in the UK will also have to be obtained



## Overseas Procedures

If you are an International applicant or have been out of the United Kingdom for more than three consecutive months in the previous five years, the following table contains some examples of the criminal record histories that may be required from you.

Many countries have provided the DBS with details of how to apply for certificates of good conduct and/or criminal records checks, and these can be found on the DBS webpages.

However, we advise applicants to confirm with the relevant embassy the process which applies to the country they have been resident in.

Resident for last 5 years	DBS Requirement
In UK	DBS disclosure
In UK except for period of 3 consecutive months abroad	DBS Disclosure Certificate of Good Conduct/Check from relevant local police station
Abroad	Certificate of Good Conduct/Check from relevant local police station wherever resident for over 3 months
Abroad and then resident in UK for less than 3 months	Certificate of Good Conduct/Check from relevant local police station wherever resident for over 3 months
Abroad and then resident in UK for more than 3 consecutive months	DBS Disclosure Certificate of Good Conduct/Check from relevant local police station wherever resident for over 3 months
Abroad for last 5 years, but prior to this was resident in the UK	DBS Disclosure Certificate of Good Conduct/Check from relevant local police station wherever resident for over 3 months

All international / other relevant applicants should be aware that in addition to the requirements, the academy may also wish to obtain additional references from previous educational institutes, employers and other relevant organisations as appropriate. Until such checks are obtained an appointment confirmation is unlikely to be firmed up.