

**FRIESLAND SCHOOL**  
**IMPORTANT INFORMATION FOR PROSPECTIVE EMPLOYEES**

**WELFARE OF CHILDREN**

Friesland School is committed to safeguarding and promoting the welfare of children.

**DBS CHECKS**

New regulations came into force which makes it mandatory to obtain enhanced DBS (Disclosure & Barring Service) disclosures for all new appointments to the schools workforce and for those who have been out of the workforce for more than three months. This change is part of an ongoing process by the Government to tighten current vetting and barring procedures to ensure that the system is as robust as possible.

Should you be successful at interview you will be asked to provide some form of identification which please bring with you on the day of interview so certified copies of the originals may be taken.

Guidance for applicants submitting documentation at interview stage for the purpose of a criminal clearance – types of identification needed:-

**Minimum Requirement 3 documents – (2 documents from Group 1 and/or 2a plus 1 document from Group 2b)**

<b>GROUP 1</b>
Current Driving Licence Photo card (UK/Isle of Man/Channel Islands and EU)
Valid Passport
Original UK Birth Certificate (issued within 12 months of the date of birth)
Biometric Residence Permit (UK)
Adoption Certificate (UK and Channel Islands)

<b>GROUP 2a</b>
Certified copy of a Birth Certificate (UK and Channel Islands)
Current Driving Licence Photo card (All other countries)
Firemans Licence (UK; Channel Islands and Isle of Man)
Old Style Paper Driving Licence (UK/Isle of Man/Channel Islands and EU)
HM Forces ID Card (UK)
Marriage/Civil partnership certificate (UK and Channel Islands)

<b>GROUP 2b</b>
Bank or Building Society statement (UK or EEA)
Financial Statement
Council Tax Statement
Utility bill
Central/Local Government/Government Agency/Local Authority
Cards carrying the PASS accreditation Logo (UK)
Bank/Building Society Account Opening Confirmation Letter (UK)
Letter from a Head teacher
Credit card statement (UK or EEA)
P45/P60 statement (UK)
Work permit/ Visa (UK)
Benefit Statement
EU National ID Card
Mortgage Statement (UK or EEA)
Letter of Sponsorship from future employment provider (Non-UK/Non-EEA)

**IF YOU CANNOT PRODUCE ANY DOCUMENTATION FROM GROUP 1, FIVE DOCUMENTS WILL NEED TO BE PRODUCED FROM GROUP 2.**

**Please note:** All documents must be in your current name. At least one document must show your current home address and at least one document must show your registered date of birth. Friesland School's Policy on Disclosure & Barring checks is also available on request.