



GENEVA ENGLISH
SCHOOL

SAFER RECRUITMENT POLICY

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Geneva English School (GES) is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment. ([Refer to the Safeguarding and Child Protection Policy.](#))

In line with the statutory guidance published by the Department for Education (DFE): Keeping Children Safe in Education Sep 2016 (KCSIE), Disqualification Under the Childcare Act 2006 (DUCA) and any guidance or code of practice published by the Disclosure and Barring Service (DBS), The Independent Schools Standards Regulations 2015, and local Swiss requirements, the School takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the School is committed to the implementation of a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position, which includes their attitudes towards safeguarding and their ability to work with children in a way which promotes the safety and welfare of children;
- to ensure that all job applicants are considered equally and consistently;
- to ensure 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;
- to ensure compliance with all relevant legislation, recommendations and guidance;
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks and by conducting the recruitment process in a way which prevents as far as possible the recruitment of individuals who are unsuitable to work with children.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Board of Governors to:

- ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DFE guidance and local legal requirements;
- monitor the School's compliance with them.

It is the responsibility of the Headmaster, Finance and Business Development Director and other Senior Leaders involved in recruitment to:

- ensure that the School operates safe recruitment procedures and make sure all appropriate checks are carried out on all staff and volunteers who work at the School;
- monitor contractors' and agencies' compliance with this document;
- promote the welfare of children at every stage of the procedure.

Please refer to the [Safer Recruitment Procedures](#) for details of the procedures to be followed (Appendix 1).

RECRUITMENT PROCESS AND VETTING CHECKS

Advertising positions

Adverts are placed on the School website (<http://www.geschool.ch/about/work-with-us>) and on the GES staff noticeboard. In addition, adverts are published in other suitable places (e.g. local newspapers or the TES jobs website) depending on the position available.

All job adverts and recruitment briefs will make clear the School's commitment to safeguarding and promoting the welfare of children.

A link to our Safer Recruitment Policy is published alongside job adverts on the School website. A copy of the School's Safeguarding and Child Protection Policy is available on the School's website or in hard copy to applicants on request.

Application Form

All applicants for employment are required to complete an application form containing questions about their academic and employment history and their suitability for the role. The School will only consider candidates who have completed the application form in full. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A

curriculum vitae will not be accepted in place of the completed application form but may be submitted in addition to the completed application form.

References

All offers of employment are subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

Referees are asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees are also asked to confirm that (to the best of their knowledge) the applicant has not been radicalised so that they do not support terrorism or any form of "extremism" (see the definition of "extremism" at paragraph 8 below). Referees are sent a copy of the relevant job description and person specification. If the referee is a current or previous employer, he/she will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious; and
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious.

*Questions about health or sickness records will only be sent out after the offer of employment has been made.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant, nor on open references or testimonials.

Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact, either by telephone or face-to-face, will be made with each referee to verify the reference.

Identity Checks

These will be carried out on all appointments to the School's workforce before an appointment is made. All applicants invited to interview will be required to bring proofs of identity (refer to the procedures below and to the list of valid identity documents in Appendix 2).

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she 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). Proof of date of birth is necessary so that the School can verify the identity of candidates and check for any unexplained discrepancies in their employment and education history. The School does not discriminate on the grounds of age.

Should an applicant attend interview without the above documentary evidence, without good cause, the interview may be cancelled and the School may choose not to progress their application further even upon subsequent submission of the documentation.

Disclosure & Barring Service (DBS) Certificate

The School uses the DBS Checks Service provided for member schools by COBIS (The Council of British International Schools). GES applies for an enhanced disclosure from the DBS for all prospective staff members, governors and volunteers who have lived for any length of time in the UK and whose work is deemed to be classed as 'regulated activity'.

Any position undertaken at, or on behalf of, the School, will amount to regulated activity if it is carried out:

- frequently, meaning once a week or more on an ongoing basis; or
- overnight, meaning between 02:00 and 06:00; or
- satisfies the 'period condition', meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

It is for the School to decide whether a role amounts to regulated activity, taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity, including those carried out on an unpaid or voluntary basis. Limited exceptions could include an administrative post undertaken on a temporary basis in the School Office outside of term time or certain voluntary posts which are supervised.

If there is a delay in receiving a DBS disclosure or police background checks from other countries (see below) the Headmaster has 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 (where the position amounts to

regulated activity), have been completed and once appropriate supervision has been put in place. A risk assessment will be completed and signed by the Headmaster before the person starts work.

If a DBS check identifies a criminal record, the Headmaster will make a judgement about the candidate's suitability, taking into account only those offences which may be relevant to the particular job or situation in question, the nature of the office, the nature of the appointment, the age of the candidate when the offence was committed, the frequency of the offence, and subsequent good behaviour and career. The Headmaster will decide upon any mitigating actions or controls to be put in place. Further details on the School's policy on recruitment of ex-offenders are given below.

Members of staff at GES are aware of their obligation to inform the Headmaster of any cautions or convictions that arise subsequent to their commencing employment at the School (see Staff Code of Conduct).

Local checks

All new appointments, whether they live in Switzerland or France, are subject to additional checks in the form of a Casier Judiciaire. The successful applicant is required to obtain these and an original copy must be provided to the School.

For Swiss residences they can be obtained from:

http://www.bj.admin.ch/content/bj/en/home/themen/staat_und_buerger/strafregister.html

For French residences they can be obtained from:

<http://faq.cjn.justice.gouv.fr/selfservice/template.do?id=91>

Checks from countries other than the UK

In addition to DBS checks, applicants with periods of residence outside the UK are asked to provide further information, including a criminal records check from the relevant jurisdiction(s).

The School refers to the UK Home Office guidance on what checks are available from different countries. Extra references are requested for applicants from countries which do not provide criminal record checks.

Prohibition from teaching

The School uses the services provided by COBIS 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 National College for Teaching and Learning (NCTL).

In addition we ask all applicants for roles which involve 'teaching work' to declare in the application form whether they:

- have ever been the subject of a sanction, restriction or prohibition issued by the NCTL, or by any regulator of the teaching profession in the UK or any other country;

- have ever been the subject of proceedings before a professional conduct panel of the NCTL, or equivalent body in the UK or any other country.

The School recognises that a prohibition from teaching order may not last indefinitely. The School also notes that professional conduct panels do not always impose sanctions on the subject of the hearing. However, in order to fully assess the suitability of an applicant the School considers it important that all such information is made available during the recruitment process. Where an

applicant is not currently prohibited from teaching, but has been the subject of a professional conduct hearing whether that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The existence of any relevant information is not a bar to employment with the School.

The School carries out this check, and requires associated information, for roles which involve teaching work. In doing so the School applies the definition 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.

If in any doubt, or if the applicant has taught previously, or may teach in future, the check will be undertaken.

Prohibition from Management of Independent Schools Direction (Section 128 Direction)

The School checks via the COBIS service whether applicants appointed to management positions are subject to a Section 128 Direction. This is a direction made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school in the UK.

The scope of the barring directions covers the following staff positions: Headmaster; members of the Senior Leadership Team; Heads of Department and Subject Co-ordinators.

The relevant information is contained in the enhanced DBS disclosure certificate.

In addition we ask all applicants for management roles to declare in the application form whether they:

- have ever been the subject of a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school;
- have ever been the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration

was given to imposing a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school in the UK.

The existence of any relevant information is not a bar to employment at the School. The School will consider whether the facts of a case render the applicant unsuitable to work at the School.

Disqualification by Association

In view of the Disqualification under the Childcare Act 2006 regulations in force in the UK (see updated guidance issued by the DFE June 2016), we have considered what the School's policy should be in the context of our location and of local and national legislation. Given that it would not be possible to apply for an Ofsted waiver, we have decided not to ask members of staff to complete a self-declaration regarding disqualification by association.

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before an appointment offer is confirmed. All successful applicants are required to complete a fit to work medical declaration and where appropriate a doctor's medical report may be required.

Qualifications

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application.

Interviews

In addition to discussion of relevant skills and experience, candidates will be asked questions relating to child protection in order to ascertain the level of their knowledge and the suitability of their answers. It is recognised that not all interviewees will have child protection experience within schools. In such cases, questions will be adapted to test applicant's responses to hypothetical safeguarding scenarios. At least one member of staff involved with every appointment process will have received safer recruitment training (e.g. Educare). In addition, any member of staff responsible for assessing pre-employment checks will have received the relevant training.

All candidates applying to work directly with children, either as teachers or teaching assistants, will be observed interacting with children.

Contractors and Supply Staff

The School will ensure that any contractor, or any employee of the contractor, who is to work at the School, has been subject to the appropriate/feasible level of DBS check. Contractors engaged in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information)

will be required. Occasional or temporary contractors not involved in regulated activity will not need a DBS check but an appropriate level of supervision will be arranged.

'Supply staff' are staff supplied by an employment business or agency to work under the control of the School. Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. The School requires confirmation in writing that these checks have been completed before an individual can commence work at the School. A copy of the DBS certificate must be seen by the School and the School will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Volunteers

Under no circumstances will a volunteer, for whom no safeguarding checks have been undertaken, be left unsupervised with children or allowed to engage in regulated activity.

Prior to engaging a volunteer to carry out any activities for or on behalf of the School, the Headmaster will decide what vetting checks are required, or whether it is appropriate to carry out a risk assessment. Appendix 3 (Vetting Checks on Volunteers) of the ISI Handbook for the Inspection of Schools - February 2016 will be used for reference.

Governors

Governors engaging in regulated activity are required to obtain an enhanced DBS check with barred list. Governors not engaging in regulated activity are required to carry out an enhanced DBS check without barred list. The Chair of Governors is subject to (a) an enhanced DBS check (either including or not including barred list information as appropriate); (b) confirmation of identity; and (c) police background checks from other countries as appropriate.

Visiting Speakers

As is the case for all visitors to the School, visiting speakers will be accompanied by a member or members of staff for the duration of their time at the School. The Headmaster and the Designated Safeguarding Lead must be made aware in advance of any visiting speaker coming to the School. If the profile of the speaker or the topic on which he/she has been invited to speak indicates that he/she may, either intentionally or not, pose a risk of endorsing, condoning or inciting extremist political or religious views, the speaker's visit will not be permitted. In making an assessment of risk, the School will have regard to the Prevent Duty Guidance and to the definition of extremism set out in KCSIE, which states:

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the

death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.

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.

Policy on recruitment of ex-offenders

As an organisation using the DBS service to assess applicants' suitability for all positions of trust, the School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information received.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively 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 skills, qualifications and experience.

A Disclosure is only requested where the School deems that it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Headmaster and we guarantee that this information will be seen only by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the School to ask questions about the entire criminal record, we ask only about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The Headmaster, Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will receive training in identifying and assessing the relevance and circumstances of offences, and in the relevant legislation relating to the employment of ex-offenders.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or any other matter that might be

relevant to the position. Failure to reveal information that is directly related to the position sought could lead to withdrawal of the offer of employment.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Assessment criteria

In the event that relevant information, whether in relation to previous convictions or otherwise, is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the age of the applicant when the offence was committed and the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- the applicant's subsequent career and good behaviour;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

In the event that relevant information, whether in relation to previous convictions or otherwise, is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form will be signed by the Headmaster before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:

- store disclosure information and other 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 Leadership Team and the Headmaster's PA;
- not retain disclosure information or any associated correspondence for longer than is necessary, which is generally for a period of up to six months. If, in very exceptional circumstances it is considered necessary to keep disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.
- ensure that, once the retention period has elapsed, any disclosure information is destroyed by suitably secure means such as shredding. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Retention of records

If an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in Switzerland, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer (e.g. so that the School may consider

reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue).

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained for a period of six months after employment terminates, after which it will be securely destroyed.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Referral to the DBS and NCTL

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that apply to any offer of employment. Whilst these checks are carried out pre-employment, the School will also refer to the DBS:

- any applicant who has applied for a position at the School despite being barred from working with children;
- anyone who has harmed, or poses a risk of harm, to a child, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Where there are serious concerns about a teacher's suitability to work with children, separate consideration will be given to whether a referral to the NCTL should be made. This is the case irrespective of whether the DBS criteria have been met.

Queries

If an applicant has any queries on how to complete the application form or any other matter he/she should contact the Headmaster's PA and Office Manager.

Headmaster

Approved by the Board of Governors: December 2016

Reviewed: October 2016

Review Date: July 2018 (or when legislation changes, whichever is the sooner).



Safer Recruitment Procedures at GES

Adverts

Job adverts, job descriptions and person specifications are placed on the School website by the School Office having been checked first by the relevant head of department and by the Headmaster.

Shortlisting

Shortlisting of candidates for interview is carried out as soon as possible after the deadline for applications, having due regard to the School's commitment to equal opportunities and fair treatment for potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

References

As soon as a short list of candidates to invite to interview has been drawn up, the Head of HR will request references (at least two for each candidate).

The Headmaster (teaching staff) or Finance and Business Development Manager (support staff) will compare all references with the information given on the application form. Any inconsistencies, anomalies, doubts about the validity of the reference, or expressions of concern about the candidate will be followed up appropriately. Direct contact is made, either via a work telephone number or face to face, with each referee to verify the authenticity of all references. It is an offence to falsify references. Any applicants or referees who are found to have submitted false references to the School will be referred to the Police.

For the successful candidate the Headmaster will check, initial and then send to the Head of HR for filing in confidential staff files. The Head of HR will complete a Record of Appointment (Appendix 2) and update the staff files spreadsheet.

Documents to be obtained at interview (refer to the list of valid identity documents at Appendix 3)

In the invitation to interview, short-listed candidates will be asked to bring the following documents:

- one document from Group 1;
- two further documents from Groups 1 or 2, one of which must verify the applicant's current address;
- original documents confirming any educational and professional qualifications referred to in their application form;
- a copy of any currently held DBS or Casier Judiciare checks;
- any currently held work permit for Switzerland.

Disclosure and Barring Service check

For positions that require it, the Head of HR will apply for a DBS Disclosure via the service provided by COBIS. The DBS issues the disclosure certificate to the subject of the check at his/her current UK address, and not directly to the School. If the applicant does not have a current UK address, the DBS recommend that a 'care of' UK address is used (e.g. a family address or that of the Registered Body i.e. COBIS). It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant. Applicants who are unable to come to the School to provide the certificate are required to send a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the Head of HR. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

See above for the School's policy on the action to be taken if there is a delay in receiving a DBS Disclosure or police background check from other countries. Separate barred list checks are obtained through the Teachers' Pensions online service.

Accepting a position at GES

A letter of engagement and contract will be sent to the successful applicant, who should return signed copies to the Head of HR. These are then filed in confidential staff files and the Head of HR will update the staff files spreadsheet.

Newly appointed staff

GES has a policy for the induction of new staff ([Induction of Staff Policy](#))

All new staff will be expected to have read all the school policies that are published in the Staff Area of our website:

<http://www.geneva-english-school.ch/login/staff-login>

New staff may be required to complete, prior to the start date for the position, Child Protection training through the School's subscription to Educare.



List of valid identity documents

Group 1 – Primary Trusted Identity Credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence – photocard licence: photocard with paper counterpart UK, Isle of Man, Channel Islands and EU)
- 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)
- adoption certificate (UK and Channel Islands)

Group 2a: Trusted Government /State Issued documents

- current UK driving licence (paper version; UK/ Isle of Man / Channel Islands and EU; full or provisional)
- current driving licences (photocard; all countries; full or provisional)
- 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 i.e. Registrars) marriage / civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial and 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 statement (UK or EEA)*
- financial statement e.g. pension, endowment, ISA (UK) **
- P45 / P60 statement **(UK and Channel Islands)

- council tax statement (UK and Channel Islands) **
- work permit / visa (UK) (valid up to expiry date) **
- letter of sponsorship from future employment provider (non UK / non EEA only valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK)– not mobile telephone *
- benefit statement e.g. child benefit, pension (UK) *
- a document from central or local government/ government agency / local authority giving an entitlement e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security (UK and Channel Islands) *
- 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 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



GENEVA ENGLISH
SCHOOL

Appendix 3

RECORD OF APPOINTMENT

Name of appointee: _____

Position: _____

Date of appointment: _____
(Start date in school)

Date of end of appointment: _____
(Where applicable)

	DATE OF CHECK and Number	CHECKED BY
Identity check (Passport, address and date of birth)		
Qualifications required (Date of check or N/A)		
DBS Disclosure Certificate		
Prohibition Checks		
Casier judiciaire national (French or Swiss – date or N/A)		
Right to work in Switzerland		
References		
Application form - previous employment check		
Medically fit to work		
Headmaster Notes		