



Safer Recruitment Policy

Reviewed:	Approved by Resources Committee:	Date of next review:
November 2018	November 2018	November 2020

Appendix 1. Employment of relatives, partners and close friends

Appendix 2. Recruitment checklist

STATEMENT OF INTENT

Woodlands School ("the School") is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff and volunteers of the highest calibre who share this commitment.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010. The school carries out all recruitment activity in line with the following guidance and regulations:

- Keeping Children Safe in Education (KCSIE) September 2018
- Working Together to Safeguard Children 2018
- Prevent Duty Guidance: England and Wales March 2015

This policy applies to all employees and governors responsible for and involved in the recruitment and selection of all school-based staff including EYFS staff.

AIMS OF THE POLICY

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

- to ensure that the safeguarding and welfare of children and young people occurs at each stage of the process;
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably 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 status, disability or age; and
- to ensure compliance with all relevant recommendations and guidance including current employment legislation and the recommendations of the DfE in "Keeping children safe in education" (September 2018) and guidance published by the Disclosure and Barring Service.

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

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they

are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process (see Appendix 1).

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Woodlands School.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

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

It is the responsibility of the Headteacher, School Business Manager (SBM) and other school leaders involved in recruitment to:

- ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- ensure that at least one member of the interview panel have received training in safer recruitment and selection and that all members of the panel are aware of safer recruitment practice.
- monitor contractors' and agencies' compliance with this document.
- promote welfare of children and young people at every stage of the procedure.

The Governing Body has delegated responsibility to the Headteacher to lead in all appointments. School Governors may be involved in staff appointments but the final decision will rest with the Headteacher

Definition of Regulated Activity and Frequency

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; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children. Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

"The school is committed to safeguarding children and staff and all standard recruitment screening processes will apply to this post."

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the selection process for the post;
- an application form
- Criminal Declaration and Disclosure Application forms
- Childcare Disqualification Form

Internal adverts

If the Headteacher decides (for good reason) that the appointment should be restricted to internal applicants that person should be selected by an internal selection process, with a reasonable time-scale, which matches the selection of staff following external advertisement. There should be a job description, person specification, advertisement, application process and interviews.

Application Forms

Woodlands School uses its Harrow Council application forms for teaching and non-teaching staff and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role. In addition all applicants are required to account for any gaps or discrepancies in

employment history. All gaps in the application need to be filled in by the applicant before making an appointment.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

All documentation relating to applicants will be treated confidentially in accordance with the [General Data Protection Regulation \(GDPR\)](#).

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

References for shortlisted applicants will be sent for immediately after shortlisting. All offers of employment will be 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 reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be 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. All referees will be sent a copy of the Job Description and Person Specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they 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);
- 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
- the candidate's suitability to work with children.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being 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 or on open references or testimonials. References should usually be in writing (or email) unless there are exceptional circumstances when a telephone reference will be acceptable and notes will be signed by the person taking the reference.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

In exceptional circumstances, and if time does not allow for the references to be taken up before interview then they must be taken up before an offer of employment is made or an informal offer is made subject to such references. Under no circumstances must a contract be issued prior to such references

being received, reviewed and approved. The School may call back a candidate for further interview if references are not available at the time of interview.

Where a candidate has a genuine reason not to have a recent work based referee (for example if they are returning to work after an extended break after looking after children) then care must be taken to ensure any personal references are thoroughly considered and questioned, and additional references may be sought including contacts in the local community. The School may request character references which may include references from the candidate's school or university.

All references will be read and signed by the head teacher or their representative.

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

At least one member of any interviewing panel will have undertaken Safer Recruitment Training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

It is at the discretion of the senior lead as to whether a task is required as part of the interview process. All applicants will have the opportunity to meet and observe pupils and will be informed of the school population (SLD, PMLD, ASD, ages of pupils) and strategies/approaches utilised to support pupils (for example, sensory approaches, PECS, TEACCH).

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

In accordance with the recommendations set out in KCSIE the School carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for positions which involve "teaching work":
 - i. the School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and
 - ii. the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school;
- verification of the applicant's medical fitness for the role
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in

support of their application (where they have not been previously verified).

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files (Appendix 2).

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' **must be** declared when applying for any position at Woodlands School.

DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

If a new member of staff is due to start work and the school has not yet received their enhanced DBS disclosure a separate barred list check (formerly list 99) will be taken up together with a risk assessment in any such instance. In such cases the individual would be fully supervised at all times until a satisfactory DBS disclosure is received and the additional safeguarding measures would be explained to the individual.

It is the School's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc) must be re-checked before they return back to work. Members of staff at Woodlands School are aware of their obligation to inform the Headteacher or SBM of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The School does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

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

Overseas checks

The School, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals.

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

"Disqualification by Association"

The School is committed to ensuring that all members of staff are suitable to work with children and not disqualified from working in childcare. Under The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 the School has an obligation to check (in addition to the DBS and Prohibition Checks) that adults working with EYFS children or children under the age of 8 in before/after school clubs are not disqualified from working in such settings due to living in a household with a disqualified person.

~~All new members of teaching and non-teaching staff (including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches)~~ Individuals are disqualified from childcare provision if they have committed certain specified offences. At Woodlands all staff should sign a self-declaration form to confirm that they are not disqualified from caring for children. A record of self-declaration will be kept on the school's Single Central Record. ~~will be asked to complete a "Disqualification by Association" self-disclosure form prior to their appointment. This is carried out under The Childcare (Disqualification) Regulations 2009.~~

Any applicants who are affected by this restriction must apply to Ofsted for a waiver of the disqualification by emailing disqualification@ofsted.gov.uk. This application must be made by the individual rather than the School and employment cannot be confirmed until this disqualification is formally waived. In the event of the disqualification being formally waived the School will then make a decision about the suitability of the applicant on a case by case basis. If no formal waiver is received from Ofsted then the offer of employment will be automatically withdrawn.

~~The School obtains assurances from third party organisations who employ staff who work with the School's pupils on another site that appropriate child protection checks and procedures apply to such staff. (already mentioned in separate section)~~

Risk 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 must be signed by the Headteacher before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information,

the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosed information.

Induction Programme

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Safeguarding Policy, the Code of Conduct and Part One of KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities (see: Staff Induction Policy).

Single Centralised Register of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept. This is kept up-to-date. The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at the School;
- all employees who are employed as supply staff to the School whether employed directly or through an agency;
- all others who have been chosen by the School to work in regular contact with children. This will cover volunteers, Governors, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

A designated Governor will be responsible for auditing the Single Centralised Register and reporting his/her findings to the full Governing Body during the committee meetings.

Contractors and agency staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at 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. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS

certificate before contractors or agency staff can commence work at the School.

Visiting Speakers (and Prevent Duty)

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

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the the Prevent Duty Guidance, ~~and 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.

Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers).

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

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Parents Group

In respect of parents who volunteer at functions or who are members of the FoW we will assess how often they are volunteering and whether there is the potential for unsupervised access to children. If they satisfy the above definition of regulated activity then an Enhanced DBS check and Children's Barred List check will be completed. If they do not then the School will adopt the risk assessment approach.

It is unlikely that those parents, who volunteer at functions on a one off basis, and who the school are confident will be supervised for the most part, will be undertaking regulated activity. Therefore, the School will exercise its discretion in such cases.

For those on the Parents Group where the volunteering is more likely to be regular enough to satisfy the definition of regulated activity the school will consider whether they are supervised and the opportunity for contact with pupils each individual is afforded by their role on the Group (by carrying out the relevant risk assessment).

Supervision will be required of those volunteers who are not undertaking regulated activity but for whom the School has carried out an Enhanced DBS check. However, if we have received a satisfactory disclosure the level of supervision may be more relaxed than if we had undertaken no checks at all. The decision rests with the School in these circumstances.

Appendix 1. Employment of relatives, partners and close friends

INTRODUCTION

This policy has been developed in order to minimise the risk of problems arising through relatives, partners or close friends working together in the same working environment.

There is no attempt here to define "relatives", "partners" or "close friends" because of the obvious difficulty in doing so.

The aim of the policy is to put in place proper procedures to ensure that there can be no grounds for suspicion, no matter how ill founded, that employment decisions were in any way influenced by improper motives.

The policy will apply to:

- Permanent employees
- Temporary employees
- Casual workers- including students, holiday and work placements including work experience placements
- Agency workers
- Consultants & Contractors

| [The](#) Headteacher must consider the implications if relatives / partners or close friends work together and must consider what action to take, if they do.

| It will be the responsibility of the [H](#)head-teacher to take any necessary action, in light of this procedure and on the basis of common sense and reasonableness.

Broadly speaking, there will be two scenarios where this issue is likely to need particular consideration, i.e.

- At the time of recruitment / appointment, and
- Where a relationship develops between two people whom currently work together.

At the Time of Recruitment / Appointment

All candidates for appointment are required to disclose on the Council's application form, any relationship to a member of the council or officer within the authority.

| [The](#) Head-teacher is required to disclose to the chair of governors any

| relationship known by the ~~H~~eadteacher to exist between themselves and any candidate for appointment to the school post.

Any employee should not be involved, at any stage, in an appointment where they are related to an applicant or have a personal relationship outside work with him/her.

There must not be a line management relationship between relatives, partners or close friends. If, in exceptional circumstances, a decision is made to go ahead with such a working arrangement, departments will need to be able to demonstrate, by way of documentation, that they have made an assessment of the risks involved if the appointment is made. This assessment must include:

- The type of personal relationship
- The working relationship
- The level and function of the posts
- The function of the section
- The size of the work group
- Perception of others- colleagues / clients / public

WHERE A RELATIONSHIP DEVELOPS WITHIN THE WORKING ENVIRONMENT

The school realises that it is neither desirable nor possible to legislate against relationships developing within the working environment. This would also include relationships that develop between employees with business partners, suppliers and potential suppliers.

Where this happens, departments do, however, need to realistically consider the implications and any action that may need to be taken.

| Depending upon the circumstances, this may involve the ~~Head~~-teacher considering one or more of the following that are not listed in order of importance:

- Re-arranging the work
- Re-arranging the reporting relationship
- Moving one of the partners to another class.

Any proposed changes must be based on an objective view of the impact of the relationship on the working arrangements. The assessment should consider the factors contained within paragraph above.

In all cases it is necessary for the Headteacher or his or her nominee to consult fully with the parties involved and seek to reach agreement. The affected individuals will have the right to be represented by their trade union or workplace colleague. Care must be taken to ensure that any change made is not contrary to the provisions of the employee's contract of employment.

AUTHORISATION / DOCUMENTATION / PROCESSES

Both at the time of recruitment/appointment and subsequently, the line manager would normally authorise documentation related to salary, expenses, promotion arrangements, etc. However, in the exceptional circumstances of a line management relationship existing with a relative, partner or close friend, alternative arrangements must be made, for example a different and unassociated line manager should deal with such matters.

In any event, the following rules must always apply:

- It is not permissible for the relative, partner or close friend of an employee to be involved in drawing up any contractual documentation concerning the employment contract and other forms of contract such as the appointment of contractors.
- Employees should not be involved in decisions relating to discipline, complaints through Dignity at Work procedure, promotion, appraisal, financial claim (e.g. travel, subsistence and over time) or pay adjustments for any employee who is a relative, partner or close friend.
- Employees should not allow the impression to be created that an employment decision may have been taken for an improper reason. It is not sufficient that the employment decision was properly taken; the possible appearance of bias must be avoided

GENERAL

Attention is drawn to School's Code of Conduct for Employees which points out that an employee has an obligation to declare any private interest where there is a possibility that it could conflict with their duty as an employee of the School. Such interests should be declared by the employee to the Head teacher. It also gives guidance on the rules and expectations which apply in relation to these matters.



RECRUITMENT CHECK

Name: _____ **Date checks started:** _____

<u>Post applied for:</u>		
<u>Application Checked by:</u>		
<u>Gaps in employment accounted for:</u>	<u>Y/N</u>	<u>Any action needed:</u> <u>Y/N</u>
<u>Shortlisted:</u>	<u>Y/N</u>	
<u>Photo ID checked:</u>	<u>Y/N</u>	
<u>Visa required:</u>	<u>Y/N</u>	
<u>Current DBS no:</u>	<u>Or DBS applied for: Y/N</u> <u>Date:</u>	<u>DBS checks outcome</u>
<u>Barred List clear (Teachers):</u>	<u>Y/N</u>	
<u>Disqualification by association form completed:</u>	<u>Y/N</u>	<u>Any action needed:</u> <u>Y/N</u>
<u>Declaration of Convictions From:</u>	<u>Completed:</u> <u>Y/N</u>	<u>Any action needed:</u> <u>Y/N</u>
<u>Qualifications checked:</u>	<u>Y/N</u>	
<u>Appropriate referees</u>	<u>Y/N</u>	<u>Any action needed:</u> <u>Y/N</u>
<u>2 references received:</u>	<u>Date received:</u> <u>Signed by:</u>	<u>Date received:</u> <u>Signed by:</u>
<u>References phone check:</u>	<u>Taken By:</u> <u>Date::</u>	<u>Taken By:</u> <u>Date::</u>
<u>Application form:</u>	<u>Attached</u>	

<u>Fitness for work (OH referral)</u>	<u>Date applied:</u>	<u>Any action needed:</u> <u>Y/N</u>
<u>Interview date:</u>		
<u>Panel members:</u>		
<u>Interview questions/task:</u>	<u>Attached</u>	
<u>Interview Outcome with reasons for decision:</u>	<u>Successful: Y/N</u>	
<u>Agreed Start date:</u>	<u>LA notified date:</u>	