



**THE GREEN SCHOOL
TRUST**

POLICY TITLE	SAFER RECRUITMENT
Purpose	To fulfil Safer Recruitment Requirements under Keep Children Safe in Education and the duty to have HR policies in place and to protect the rights of candidates and organisational needs.
Summary	Describes the safer recruitment procedures for all teaching and support staff at The Green School Trust and in addition the safer recruitment procedures for other staff and adults including, Volunteers, Student teachers, Contractors and Trustees and Governors and others involved in Regulated Activity.
Statutory	Yes referenced in legislation
Related Legislation	● DfE 'Keeping children safe in education 2023' (KCSIE) ● DfE (2018) 'Staffing and employment advice for schools' ● DfE (2020) 'Governance handbook' ● https://www.offidocs.com/public/?v=ext&pdfurl=https://assets.publishing.service.gov.uk/media/652fdd00927459000df95973/Employer s guide to Right to Work Oct 2023 final.pdf ● DfE (2021) 'Basic check ID checking guidelines from 1 July 2021' ● DfE (2021) 'Recruit teachers from overseas'

	● Children Act 1989 ● Children Act 2004 ● Safeguarding Vulnerable Groups Act 2006 ● The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended) ● Sexual Offences Act 2003 ● The School Staffing (England) Regulations 2009 ● Rehabilitation of Offenders Act 1974 ● Education and Skills Act 2008 ● Data Protection Act 2018 ● The UK General Data Protection Regulation (UK GDPR) ● Education Act 2002 ● Equality Act 2010 ● Amendments to the Exceptions Order 1975, 2013 and 2020
Related Policies	Child Protection and Safeguarding; Complaints Procedures; Disciplinary Policy and Procedure; Teacher Appraisal; Teacher Capability; Single Central Record (SCR); Records Management; Data Protection; Equalities: ICT and Electronic Devices Policy; DBS checks for Trustees and Governors;
Responsibility	CEO & Executive Headteacher
Approval Authority	The Trust Board
Approval Date	11.12.23
Next review and frequency	Annual or in line with legislation
Monitoring and evaluation	HR Working Party
Author	Mrs S Yarrow CEO & Executive Headteacher
Availability	Policies Approved Team Drive
Version	FINAL

OPENING STATEMENT:

This policy applies to all adults who are deployed by The Green School Trust (the Trust).

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

We will carry out checks on all personnel and record all information on the checks carried out in the Trust's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files in accordance with our GDPR obligation and Data Protection and Retention Policies.

1 RECRUITMENT PROCEDURES REGARDING TEACHING AND SUPPORT STAFF

Decisions concerning the need to recruit staff, within the agreed staffing structures, are set out in the Trust's Governance Plan. All such decisions will be made in the context of the relevant curricular needs and financial circumstances.

Decisions concerning the remuneration for posts will be made in accordance with the Trust's Pay Policy.

2 EQUAL OPPORTUNITIES

The Trust will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

The Trust will promote equality in all aspects of Trust life, particularly as regards all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development across the Trust and its schools.

3 ROLES & RESPONSIBILITIES

3.1 The Trust board is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined in the legal framework.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Setting appropriate recruitment procedures, as per the scheme of delegation.
- Ensuring that the DPO reviews any recruitment data and records that is kept is in accordance with the Records Management Policy.

3.2 The CEO & Executive Headteacher is responsible for:

- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Appointing an appropriate recruitment panel
- Ensuring that at least one member of the panel has undertaken unconscious bias training before the selection process begins.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that they have the skills to carry out effective selection processes, including knowing when and how to request references.
- Ensuring the recruitment process is carried out in line with the relevant school policies.
- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees and volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Ensuring that all relevant staff members are familiarised with this policy.
- Discussing any concerns with the DSL as appropriate.

3.2 The recruitment panel is responsible for:

- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Ensuring that all references for a shortlisted candidate are properly scrutinised and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate.
- Ensuring that the candidate chosen to fill a vacancy is suitable for the role.

3.3 The Executive PA is responsible for:

- Administering the recruitment process up until the point of interview.
- Acting as a point of contact between candidates and the school.
- Preparing the recruitment panel to conduct interviews.
- Organising interviews with shortlisted candidates.
- Calling for references
- Creating the advert and ensuring it meets all the necessary requirements.

3.4 The HR Officer is responsible for:

- Sending the offer letter
- Ensuring that all paperwork is completed following the offer
- Updating the SCR
- Ensuring final sign off from the CEO & Executive Headteacher before the start date is confirmed
- Advising the CEO & Executive Headteacher of any concerns highlighted on the DBS

3.5 During the recruitment process, and especially during the initial stages, the recruitment panel will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that do not support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment.

3.5 The DSL is responsible for:

- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference.
- Discussing with the CEO & Executive headteacher the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.

4 ADVERTISING POSTS

4.1 The school will consider the following information when advertising for a role within the school:

- The skills, abilities, experience, attitude and behaviours required for the post
- The safeguarding requirements, including to what extent the role will involve contact with children and young people and whether the appointed staff member will be engaging in regulated activity.

4.2 Determination of the need to advertise nationally, locally or internally

- All posts will be advertised either internally within the school, across the Trust or locally and nationally depending on the appropriate recruitment and retention strategy required.

4.3 Content of advertisements

External Advertisements for teaching and support staff posts will include the following statements:

- This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment.
- The safeguarding responsibilities of the post as per the job description and person specification.
- The following statement: Please note as part of Safer Recruitment and if you are shortlisted for an interview we might conduct an online search of your social media as part of our due diligence checks in the Recruitment process.

4.4 Content of application pack

The application pack will include:

- the Trust's application form, (or where relevant the TES application form)
 - the person specification, a job description and information about the Trust and or its school(s) as appropriate.
 - Applicants will be reminded in the Declaration (Appendix F) that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.
- The school will include statements requiring a commitment to safeguarding also and provide copies of the Child Protection and Safeguarding Policy and information on employment of ex-offenders in the application pack. In addition there will be an equal opportunities monitoring form.

Applicants will be required to provide the following:

- Personal details, e.g. their current and former names, current address and national insurance number
- Details of their current or most recent employment, including the reason for leaving
- Full employment history, including explanations for any gaps in their employment
- Qualifications, the awarding body and the date of the award

- Details of references
- A statement of their personal qualities and an explanation of why they meet the person specification to be a suitable candidate for the role.

4.5 Applications

Prospective applicants will respond to the advertisement by requesting or downloading the application pack. The completed application form must be returned to the school/submitted on-line by the specified closing date accompanied by a supporting statement of application against specific criteria.

Only fully completed application forms will be considered for long or short listing. Curriculum Vitae are not acceptable in place of an application form.

Where the applicant is from a supply agency the same selection process will be followed as for applicants responding directly to job adverts.

5 SELECTION PROCESS

5.1 Long/short listing and requesting references

When a large number of applications are received a long list of the most suitable candidates will be selected as follows:

Post:	Selection Panel:
CEO & Executive Headteacher	By the board following consideration by a panel of Directors which will include the Chairs of Governors.
Heads of School	By the board following consideration by a panel of Directors which will include the relevant Chairs of Governors and the CEO & Executive Headteacher.
Deputy Headteacher, Director of Finance	By a panel of at least two Directors and one member of the LGB(S), the CEO & Executive Headteacher and one Head of School.
Other teaching posts	The CEO & Executive Headteacher and /or Head of School together with members of the Senior Leadership Team and/or the relevant Head of Faculty/Department as appropriate. Panel appointed by the CEO & Executive Headteacher.
Central Services Support staff	The CEO & Executive Headteacher or The Director of Finance and Operations and the Line Manager or HR officer. Panel appointed by the CEO & Executive Headteacher.
School Support staff	The CEO & Executive Headteacher or Head of School / Deputy Headteacher and Line Manager or HR officer. Panel appointed by the CEO & Executive Headteacher.

When shortlisting candidates, the Trust will:

- consider each application against an agreed set of criteria outlined in the person specification. This will detail essential and desirable qualifications, qualities, skills and experience for the post holder.
- Ensure that at least two people carry out the shortlisting proceedings (and these two people will ideally also conduct the interview).
- Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them.
- Explore any further potential concerns.

Requests for further information from candidates will be replied to promptly.

5.2 Self-declaration procedure

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children.

Only those candidates who have been shortlisted will be asked to disclose any relevant information including:

- Whether they are included on the barred list.
- Whether they are barred from teaching.
- Information of any criminal offences committed.
- If they are known to the police and children's social care services.
- Whether they have been disqualified from providing childcare.
- Any relevant overseas information.

Applicants will need to sign a declaration which confirms that the information they have provided is true. The purpose of this is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview.

5.3 Pre-interview checks

The recruitment panel will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children.
- Referees will be asked to complete the school reference request form which asks for information about previous employment history, confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary or capability procedures.
- Verifying that the candidate has qualifications or experience relevant to the post
- Scrutinising references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Checking and, where necessary, following up candidates' self-declaration forms
- Resolving any concerns before confirming appointment. See Appendix A

5.4 Requesting references

The purpose of seeking references is to allow employers to obtain factual information to support appointment decisions.

Once a candidate, including an internal candidate, has been shortlisted for a position, the following procedure will be followed:

- References will be requested and scrutinised by the recruitment panel.
- Any concerns will be resolved satisfactorily prior to confirming an appointment.
- References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague.
- References will be requested in writing directly from the candidate's current employer.
- Open references, e.g. 'to whom it may concern' testimonials, and unverified information provided by the candidate as part of the application process, will not be relied upon.
- Applicants must not obtain their own reference.
- Where candidates are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.
- If the applicant has never worked with children, a reference from their current employer will be requested; if the candidate is a school leaver or has not been in work for over two years, a character reference will be requested.
- When a candidate is applying for a teaching role, information about the details of any capability procedures in the previous two years that they may have been subject to, and the reasons for these, will be requested from their current or former employer.
- Concerns raised following a candidate's reference(s) will be explored further with the referee where appropriate and discussed with the candidate at interview.

5.5 Checking references

References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete:

- Referees will be contacted to clarify content where information is vague or insufficient information is provided or if the reference has not been directly received from the referee.
- Information on the application form will be compared with that in the reference and any discrepancies will be taken up with the candidate.
- Reasons for the candidate leaving their current or most recent post will be explored; and, ensure any concerns will be resolved satisfactorily before appointment is confirmed.
- References must be from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations).
- The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for

the role. If this involves safeguarding or potential safeguarding concerns, the DSL will be consulted to help assess the candidate's suitability.

- Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the headteacher will record this on the recruitment file as the reason for non-appointment.

5.6 Previous disciplinary action

- 5.5.1 The recruitment panel will ensure that any references requested by the school include a section asking for any past disciplinary action or allegations to be disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role, in line with this policy.
- 5.5.2 Information from DBS checks will not be included in references provided by the school. Information regarding criminal offences from other sources will not be included, unless the headteacher deems it appropriate and HR advice has been sought.
- 5.5.3 When providing references, the disclosure of information about past disciplinary action or allegations not relating to safeguarding will be provided where it is deemed appropriate, e.g. it is relevant to the staff member or former staff member's suitability for the role. Information relating to disciplinary action will generally only be disclosed if penalties or sanctions remain in place for the employee.
- 5.5.4 Allegations which were proven to be false, unsubstantiated or malicious, e.g. relating to misconduct, will not be included in a reference – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.
- 5.5.5 If an allegation exists which has yet to be investigated or an investigation is incomplete, the CEO & Executive Headteacher will seek HR advice, and legal advice where necessary, on what information, if any, should be provided to the prospective employer.

5.7 Providing references

The Trust will follow this process when a reference is requested:

- 5.7.1 References will only be provided once written notice / verbal consent has been obtained from the person requesting a reference.
- 5.7.2 When asked to provide references the Trust will ensure that information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations but should not include information about allegations which are unsubstantiated, unfounded, false, or malicious.
- 5.7.3 References are an important part of the recruitment process and will be provided in a timely

manner.

- 5.7.4 Details of any capability procedures in the previous two years for a teacher (including headteacher) or former teacher at the school, and the reasons for these, will be provided if requested.
- 5.7.5 If, as part of a settlement agreement, the school has agreed to provide a reference for a member of staff, the CEO & Executive Headteacher will ensure it is provided in line with the agreement and this policy. In circumstances where new evidence emerges that indicates information provided in the reference is incorrect, the CEO & Executive Headteacher will decide if the reference is changed or withdrawn, with legal advice sought where necessary, and will notify the employee of any decision first.
- 5.7.6 All members of staff who provide a reference will be responsible themselves for checking the content to ensure that it only contains factual and verifiable statements. If there is any doubt about whether to include information, caution will be exercised and it will be omitted. Alternatively, advice will be sought from a senior figure, e.g. the headteacher or the chair of governors. All references should be sent to the EHT and a record kept by HR.

5.8 Confidentiality

- 5.8.1 Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.
- 5.8.2 Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.

5.9 Digital footprints

- 5.9.1 The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview.
- 5.9.2 Any concerns will be addressed during the interview process.

5.10 Interviews

- 5.10.1 In most cases, all candidates will be invited to attend for an interview at the same time.

On arrival, candidates will be welcomed by a member of the Senior Leadership or Middle Leadership team relevant to the post or HR who will outline the programme for the day. They will sign in and be given a "red" visitors badge (See Appendix C) indicating that they should be escorted around the school.

- 5.10.2 Teaching posts: During the interview, the candidates will have a tour of the school. This will be conducted by pairs of students including, where possible at least one Sixth Form

student or a member of staff.

- 5.10.3 Support staff posts: All candidates will be given a tour of the school by the line manager or appropriate representative.
- 5.10.4 For all posts, at least one person on the interview panel must have current* accreditation in Safer Recruitment. *accreditation should have been gained in the last five years.
- 5.10.5 When candidates attend for interview, they will be expected to provide:
1. Suitable proof of identity (driving licence, photocard or passport) - checked at Reception
 2. Originals of the relevant certificates as proof of their qualifications where these are required for the post; These will be checked during the interview
- 5.10.6 The core interview questions will be the same for each candidate. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process.

Interview questions will seek to:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children
 - Exploring their skills and asking for examples of experience of working with children
 - Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this.
- 5.10.7 Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children; candidates will always be asked a safeguarding question. If there are any unclear or unexplained gaps or queries arising from the applicant's application form they will be asked at this point. Any breaks in employment will require justification. It will be made clear that ongoing Child Protection Safeguarding Training is a requirement of all staff.

Areas that may raise concerns and lead to further enquiry include:

- Implication that adults and children are equal
- Lack of recognition or understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children
- Indicators of negative safeguarding behaviours

All candidates will be questioned about their employment history.

- 5.10.8 After their interview process is complete candidates will normally be invited to leave and will be escorted to reception to sign out.

5.11 Making the final selection

- 5.11.1 The Interview panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the chair of the selection panel

can provide feedback to those candidates.

6 PRE-APPOINTMENT CHECKS

6.1.1 All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.

When appointing new staff, the Trust will:

- Verify the candidate's identity e.g. checking the name and birth date on a birth certificate, particularly noting any changes of name.
- Obtain an enhanced DBS certificate (via the candidate) and, for candidates engaging in regulated activity, barred list information. [The Trust will obtain a separate barred list check if a newly appointed staff member is engaging in regulated activity before the receipt of an enhanced DBS certificate].
- Where it has been deemed necessary, obtain an enhanced DBS check with children's barred list information.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities. This will include the receipt of a completed health check questionnaire verifying candidate's mental and physical fitness to carry out their work responsibilities.
- Verify the person's right to work in the UK, including EU Nationals. This evidence will be kept for the duration of the member of staff's employment and for 2 years afterwards.
- Make further checks on any individual who has lived or worked outside the UK [See Section 6.2]
- Verify professional qualifications, as appropriate. This will include the DFE number for teacher posts only.
- For those in management, trustee or governor roles, conduct a section 128 check.
- Ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012, or issued by the Secretary of State.
- Check that the candidate is not subject to a prohibition order using the Employer Access Online service (Teaching posts only).
- Receipt of two references, where these have not already been received.
- Receipt of signed hard copies of educational qualifications, where these have not already been received.
- See Appendix D for a flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks for all types of staff.

6.1.2 The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their conviction(s), it will be clearly documented to enable the school a chance to defend its decision if challenged.

6.1.3 The Trust will consider the following when assessing any disclosure information on a DBS certificate:

- The seriousness and relevance to the post which they have applied to
- How long ago the offence occurred

- Whether it was a one-off incident or a history of incidents
- The circumstances around and at the time of the incident
- Whether the individual accepted responsibility for what happened

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the Trust to allow the individual to carry out any form of regulated activity.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' web page.

- 6.1.4 There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the candidate has worked:
- In a school in England in a post which brought them into regular contact with children or young people; or
 - In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons.

6.2 Individuals who have lived or worked outside the UK

- 6.2.1 Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.
- 6.2.2 In addition, the Trust will make further appropriate checks so that any relevant events that occurred outside the UK can be considered. Following the UK's exit from the EU, the Trust will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.
- 6.2.3 These checks could include, where available:
- criminal records checks for overseas applicants
 - obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.
- 6.2.4 Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available the Trust will seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

- 6.2.5 Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, the Trust will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.
- 6.2.6 Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. The Trust will be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK and will seek information and guidance from the appropriate authority.
- 6.2.7 A TRA award of qualified teacher status (QTS) in England does not provide suitable assurances for safeguarding purposes that an individual has not been found guilty of any wrongdoing or misconduct, and or is suitable to work with children.

6.3 Formal offer

- 6.3.1 The successful candidate will be formally offered the post and the salary level will again be confirmed. The offer will be made subject to the necessary pre-appointment checks being satisfied.

6.4 Unsuccessful candidates

- 6.4.1 Unsuccessful candidates will be informed of the decision and will be offered feedback on their interviews.

7 CONFIRMING THE OFFER OF THE APPOINTMENT

- 7.1 A letter confirming the offer of the post subject to the necessary pre-appointment checks (section 6) will be sent to the successful candidate following the interview. The letter will ask the candidate to confirm their acceptance of the post. The letter will also reaffirm any conditions to which the appointment is subject.
- 7.2 Paperwork including Statement of Particulars, bank details request, DBS check forms, Pre Employment Health Questionnaire and other details will be sent to the successful applicant, either with the above letter or on receipt of the letter confirming acceptance.

8 TAKING UP THE POST

- 8.1.1 Candidates may not take up their post until all the necessary checks have been completed

(listed in Section 6).

In cases where a staff member will start work in regulated activity before a DBS certificate is available and a separate barred list check has been made, a Risk Assessment will be made and discussed by the CEO & Executive Headteacher and Chair of the HR Committee before proceeding.

- 8.1.2 Anyone found to be barred on any list will be referred to the DBS.
- 8.1.3 Long term supply staff will have all checks and vetting in place from the agency before any appointment is confirmed.
- 8.1.4 The Trust reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in section 7.1 have been falsified in any way
- 8.1.5 All positions are offered subject to National Society contractual arrangements which will only be completed once all checks and procedures are complete.
- 8.1.6 All employed staff and long term agency staff details will be added to the Single Central Record as soon as employment is confirmed.

8.2 Candidates who have lived outside the UK

- 8.2.1 As The Teaching Regulation Agency no longer maintains a list of EEA teachers with sanctions, the Trust will carry out safer recruitment checks on all candidates and must make any further checks they think relevant.
- 8.2.2 For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary. This includes the safer recruitment checks outlined in the KCSIE statutory guidance.
- 8.2.3 For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:
 - Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
 - For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.
 - [Since 1 July 2021, new rules for right to work checks apply. EU, EEA, or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will no longer be able to use their passport or national ID as proof of right to work. Schools will need to check candidate's right to work online.] Obtaining evidence that candidates have the right to work in the UK through the government's online portal, using a share code, or the candidate's date of birth.

- Obtaining proof of candidates' immigration status in the UK. [The UK introduced a points-based immigration systems on 1 January 2021. This affects how schools employ teachers who are not UK or Irish nationals. All overseas nationals arriving in the UK from 1 January 2021, including those from the EEA and Switzerland, come under the new system.]
- 8.2.4 If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.
- 8.2.5 Following the UK's exit from the EU, the Trust will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

8.3 Agency and Third Party Staff

- 8.3.1 In the case of any employee working at the Trust and its schools who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.
- 8.3.2 Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.
- 8.3.3 The school will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.

8.4 Trainee/Student Teachers

- 8.4.1 Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.
- 8.4.2 Where trainee teachers are fee - funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

8.5 Existing Staff

- 8.5.1 If concerns arise about an existing member of staff's suitability to work with children, all relevant checks will be carried out as if the individual was a new member of staff.
- 8.5.2 All relevant checks will also be carried out if an individual moves from a post that is not regulated to one that is.
- 8.5.3 The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the

referral duty criteria in 12.23 of this policy.

8.5.4 Anyone who has harmed, or poses harm, to a child or vulnerable adult will be referred to the DBS where:

- The harm test is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm)
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual is deployed to another area of work not in regulated activity, or where they have been suspended.

8.5.5 Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

8.6 Contractors

8.6.1 The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging 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. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

8.6.2 The school will set out its safeguarding requirements in the contract between the contractor's organisation and the school.

8.6.3 If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

8.6.4 The school will always check the identity of contractors and their staff on arrival.

8.6.5 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances

8.6.6 Contractors and their staff will be identified on arrival at the school and the appropriate visitor badge will be supplied for whilst they are on the premises.

8.7 Volunteers

8.7.1 For all volunteers, the school will undertake a written risk assessment and use professional judgement and experience when deciding what checks, if any, will be required. The school

reserves the right to request barred list information for all volunteers, regardless of whether they are supervised or not.

- 8.7.2 All unsupervised volunteers engaging in regulated activity will be required to provide the school with an enhanced DBS check with a barred list check. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.
- 8.7.3 Further procedures regarding volunteers are outlined in the "Volunteering for the Trust" policy.

8.8 Directors and Local Governors

- 8.8.1 An enhanced DBS check with barred list information for Directors and local Governors will be obtained alongside a Section 128 check.
- 8.8.2 Newly appointed chairs of the board will be subject to a suitability check, which includes:
- An identity check.
 - Confirmation of the right to work in the UK.
 - An enhanced DBS check.
 - Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer.
- 8.8.3 Further procedures regarding Directors and local Governors are outlined in the "DBS checks for Trustees and Governors" policy.

8.8 Staff working in alternative provision settings

- 8.8.1 Where we place a student with an alternative provision provider, written confirmation from the provider will be obtained/checked that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

8.9 Adults who supervise students on work experience

- 8.9.1 When organising work experience, policies and procedures will be expected to be in place to protect children from harm.
- 8.9.2 Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the Trust will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:
- Unsupervised themselves.
 - Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).

- If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the Trust will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person. If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

8.10 Students staying with host families

- 8.10.1 Where the school makes arrangements for students to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.
- 8.10.2 Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

8.11 Residential visit involving external staff

- 8.11.1 Where a residential visit is arranged involving staff from another organisation, written confirmation that the appropriate checks have been made on all staff that may come into contact with our students, must be received.

9 IDENTIFICATION CHECKING PROCESS

- 9.1.1 When checking the validity of identifying documents, the Trust will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the Trust will be in physical possession of the original documents. The Trust will only accept valid, current and original documentation in its physical form. The Trust will not accept photocopies or documentation printed from the internet e.g. internet bank statements.
- 9.1.2 The Trust will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness. The Trust will not accept documents that are not in the candidate's current name as recorded on the application form.
- 9.1.3 The Trust will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the Trust will hold a discussion with the candidate about the reasons why, before validating their identity.
- 9.1.4 The Trust will compare the candidate's address history with any other information the candidate has provided, such as their CV.

- 9.1.5 The Trust will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.

9.2 After the pre-appointment checks

- 9.2.1 Once the pre-employment checks have been completed, the Chair of the recruitment panel/CEO & Executive Headteacher will:

- Agree a start date with the candidate.
- Destroy the completed self-declaration forms for candidates who are not successful
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the Trust/school's SCR.

10. SINGLE CENTRAL RECORD (SCR)

- 10.1 The Trust will maintain and regularly update the SCR.

- 10.2 All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school/Trust.
- All others who work in regular contact with children in the school/Trust including volunteers.

- 10.3 The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A section 128 check
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

- 10.4 For supply staff, the Trust will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff

- 10.5 If checks are carried out on volunteers, this will be recorded in the SCR.

- 10.5.1 The details of individuals will be removed from the SCR once their employment with the school ends.

11. SAFER RECRUITMENT TRAINING

- 11.1 At least one member of the recruitment panel will have completed formal safer recruitment training.
- 11.2 As a measure of good practice, the Trust will ensure that this training is renewed every five years.
- 11.3 Staff and governors involved in the recruitment process will have an awareness of information regarding the following:
- The recruitment and selection process
 - Pre-appointment and vetting checks, regulated activity and recording of information
 - Other checks that may be necessary for, staff, volunteers and others
 - How to ensure the ongoing safeguarding of children and legal reporting duties on employers
- 11.5 At least one Director will undergo safer recruitment training.

12. SAFEGUARDING

- 12.1 For references provided to the school, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL will be consulted where appropriate.
- 12.2 The DSL will recognise the Trust/ school's duty to disclose safeguarding concerns overrides any other duties to an employee, and ensure the Trust/school complies with its safeguarding obligations. The DSL will ensure records are kept of all allegations against staff in line with the most up-to-date version of KCSIE.
- 12.3 For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on the confidential personnel file of the accused member of staff. Accurate information based on these records will be given in response to future requests for a reference, where appropriate.
- 12.4 Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

APPENDIX A - TEACHING STAFF REFERENCE REQUEST FORM



THE GREEN SCHOOL TRUST

Reference for: XXXX

Position Applied for:XXXX

Strictly Private and Confidential

PART A		
Name of referee		
What position do you hold? If you are not the Headteacher, please ensure that this reference is countersigned by the Headteacher.		
What is the name of your organisation?		
How long have you worked / did you work with the Applicant?		
Please confirm the Applicant's role and / or duties		
Please confirm the Applicant's dates of employment	Employment commenced:	Employment ended:
If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances		

Please confirm the Applicant's current salary (or their salary on termination)						
PART B						
Please rate the Applicant against the following criteria:						
		Outstanding	Strong	Acceptable	Needs development	Needs substantial development
Sets high standards for self and others						
Leadership potential						
Ability to work under pressure						
Ability to work as part of a team						
Communication skills						
Personal organisation						
Classroom management						
Ability to differentiate for students of all abilities						
Relationships with students						
Quality of marking & feedback						
Commitment to school ethos and events						
Extra curricular involvement						
Subject knowledge	Main subject					
	Secondary subject					

PART C			
Has the applicant been subject to disciplinary procedures? Within the last 2 years, have they been subject to capability procedures?		Yes ☐	No ☐
If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.			

Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people?	Yes ☐	No ☐
If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings except for those allegations which were found to be false, unsubstantiated, unfounded or malicious.		
Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people except for those allegations which were found to be false, unsubstantiated, unfounded or malicious.		
Within the last 2 years, has the applicant been subject to capability procedures?	Yes ☐	No ☐
If so, please provide details		
Are you completely satisfied that the Applicant is suitable to work with children?	Yes ☐	No ☐
If not please give specific reasons for your concerns.		
Are you completely satisfied that the Applicant is not involved in "extremism" being 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? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.	Yes ☐	No ☐
If not, please give specific reasons for your concerns.		
How many days of absence has the applicant taken not related to sickness or disability in the last two years?		
Would you be willing to re-employ the Applicant to a similar role?	Yes ☐	No ☐
If your answer is "No", please explain why.		
Please provide any other comments on the applicant in the box below::		

PART D: Declaration

If the appointment referenced is in a school and you are not the Headteacher then please ask your Headteacher to countersign this reference.

I declare that the details provided are accurate to the best of my knowledge.

Signed	
Name	
Position	
Dated	
Counter signature (where applicable)	
Name	
Position	
Dated	

APPENDIX B - SUPPORT STAFF REFERENCE REQUEST FORM



**THE GREEN SCHOOL
TRUST**

Part A: Referee Details (to be completed by all referees)

Name of Referee:

Position:

Organisation:

What is your relationship to the candidate?

How long have you known the candidate?

Part B: Work Details (to be completed by current or previous employer)

Job role of Candidate:

Dates
employment:

of

From:

To:

Salary/wage:

Reason for employment ending (if no longer employed):

Has the candidate been the subject of any disciplinary or capability proceedings (whether formal or informal) within the last 24 months of their employment? YES / NO.

If 'YES' then please provide details of the allegations against the candidate and the outcome of the proceedings and any live warnings. Please do not include any unsubstantiated, unfounded or malicious claims

Has the candidate been the subject of any disciplinary proceedings (whether formal or informal) involving issues relating to the safety and welfare of children or young people? YES / NO.

If 'YES' then please provide details of the allegation (s) against the candidate and the outcome of the proceedings. Please do not include any unsubstantiated, unfounded or malicious claims.

Are you completely satisfied that the Applicant is not involved in "extremism" being 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? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas. YES / NO.

If 'YES' then please provide details

Would you be willing to re-employ the candidate? YES / NO

If your answer is 'NO' then please explain why

How many days of absence has the applicant taken not related to sickness or disability in the last two years?

Part C: General (to be completed by all referees)
Do you consider the candidate to be capable of carrying out the role? YES / NO
Do you have any other comments you wish to make about the candidate?
Are you absolutely satisfied that the Candidate is suitable to work with children? YES / NO If 'NO' give specific reasons for your concerns:

Assessment of Performance (Please rate the candidate on the following by ticking the relevant boxes)		Excellent	Good	Satisfactory	Poor	Not applicable	Not witnessed
	Timekeeping/attendance and punctuality						
	Conduct at work						
	Use of initiative						
	Adaptable/Flexible						
	Team Player						
	Managing others' performance						

Part D: Declaration (to be completed by all referees)

I can confirm that the details provided are accurate to the best of my knowledge.

Signed:

Date:

Thank you for taking the time to complete this reference request.

Please return this reference request by email to: recruitment@tgsTrust.com

Or by post to:

HR Department

The Green School

London Road

Isleworth

TW7 5BB

CEO & Executive Headteacher

Mrs Sally Yarrow

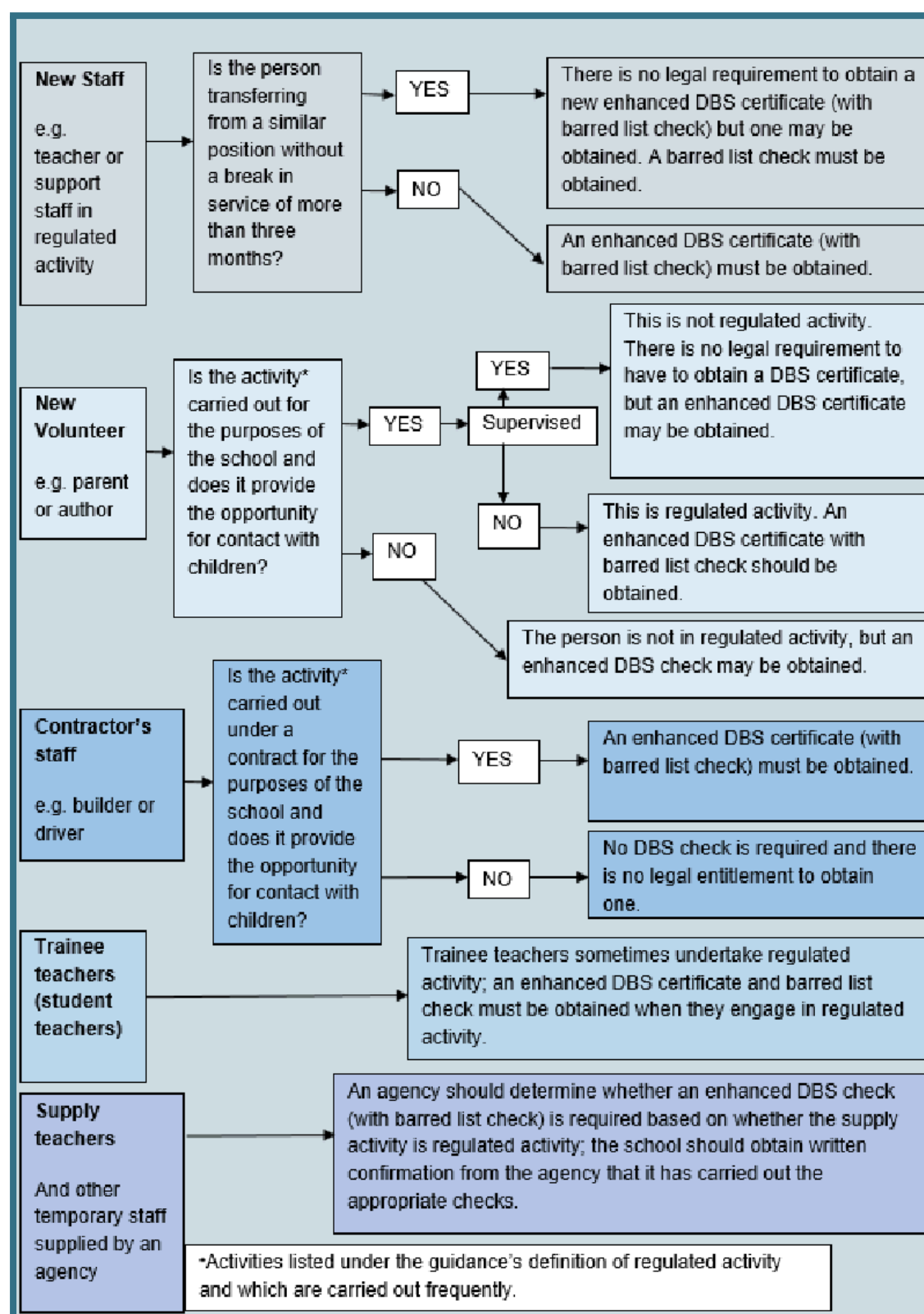
APPENDIX C - COLOUR CODING FOR TRUST LANYARDS

Grey:	Employed member of staff
Green:	Visitor: Enhanced DBS recorded - is not required to be escorted
Red:	Visitor: MUST BE ESCORTED AT ALL TIMES NO ENHANCED DBS CLEARANCE RECORDED
Purple:	Sixth Form student
Yellow:	TGSG Sixth Form Leadership Team
Blue:	TGSB Sixth Form Leadership Team
Black:	Trustee or local Governor

Please note: staff are required to challenge any personnel who is:

- wearing a red badge but is unaccompanied;
- not wearing an approved badge as above;
- acting suspiciously

APPENDIX D - Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



APPENDIX E – DEFINITIONS

Regulated activity includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

Teaching role – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of KCSIE if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

Standard DBS – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.

Enhanced DBS – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS with barred list check – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.

Children's barred list – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

Section 128 check – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

Safer recruitment – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

APPENDIX F - DECLARATION FORM



THE GREEN SCHOOL TRUST

Declaration Form

Title and Full Name: _____

Previous Names: _____

Role Applied for: _____

Declarations

Any unspent conditional cautions, reprimands, warnings or convictions under the Rehabilitation of Offenders Act 1974, whether in the United Kingdom or other country

Answer Y/N:

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

Answer Y/N:

Included in any list of people barred from working with children by the DBS, the TRA (Teaching Regulation Agency) or any other organisations

Answer Y/N:

Been subject to any disciplinary action in your current or previous positions or had any allegations made

Answer Y/N:

DBS Update Service registration number:

DBS Update Service registration date:

Restrictions on being resident or being employed in the UK?
Answer Y/N:

Lived outside the UK for more than three months in the past five years
Answer Y/N:

Confirmed Data to be accurate

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of a declaration.

I acknowledge that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.

Yes/No:

Signed: _____ Date: _____