



SHERBORNE



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Thank you for your expression of interest in the advertised vacant post at Sherborne School or Sherborne International.

The following pages provide two documents which must be read in conjunction with the School's Safeguarding Policy before completing an Application Form:

1. Application and Recruitment Process Explanatory Notes
2. Recruitment of Ex-Offenders Policy & Security of Disclosure Information

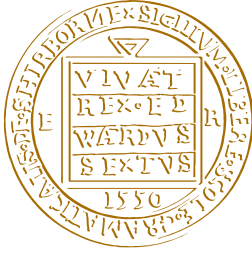
To be considered for the post, please return the fully completed Application Form, together with a covering letter, by email or post to:

Mrs Samantha Belgeonne, Recruitment Manager.  
HR Department  
Sherborne School  
Abbey Road  
Sherborne  
Dorset DT9 3LF

Tel: 01935 810502

Email: [hr@sherborne.org](mailto:hr@sherborne.org)

If you have any queries regarding the application and recruitment process at Sherborne School, please do not hesitate to contact the HR Department.



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## APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

### 1. Application Forms

- Applications will only be accepted from candidates completing the appropriate School Application Form in full. Curriculum Vitae will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts at Sherborne School/Sherborne International involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. (Please see individual Job Description for the post.)
- Accordingly, applicants are required to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 (Please see separate 'Policy on the Recruitment of Ex-Offenders' for further information if required.)
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service.
- **The successful applicant will only be able to commence employment at the School once the HR Department is in receipt of the Disclosure from the Disclosure and Barring Service and two written references.** The School will check that references received electronically have originated from a legitimate source and will, wherever practicable, contact the referee to verify the reference. (Only in certain circumstances will applicants be able to start without receipt of the DBS certificate and, if so, separate procedures to cover this situation will be followed, and will include a check of the Barred List.)
- The School will normally seek references from a shortlisted candidate's current or most recent employer prior to interview (**unless the candidate has specifically requested otherwise**); this applies to both internal and external candidates. Any such reference should be written by a senior person with appropriate authority. The School may also approach previous employers for information to verify particular experience or qualifications, before interview. **References will be shredded if your application is unsuccessful but retained on file if you are appointed.**
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or

disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young people.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Dorset Children's Safeguarding Board.
- **Hard copies of all application forms are kept for 12 months following the recruitment process and then shredded.**
- **Electronic copies of application forms received will be printed and retained as above; electronic versions will only be kept for the duration of the recruitment process and deleted when an appointment is made.**

## 2. Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview **must bring the following documents to the interview** (copies taken at interview will be shredded if your application is unsuccessful but retained on your Personnel file if you are appointed)
  - a. Original documents confirming any educational/professional qualifications that are necessary or relevant to the post. (Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.)
  - b. **Four** forms of original identification, at least one of which must be photographic ID, and another must show proof of current address, for example:
    - current photo-card driving licence,
    - valid passport,
    - full birth certificate,
    - utility bill or financial statement, dated within the last 3 months, showing your current name and address **or** Council Tax Bill or Mortgage Statement issued in the last 12 months.
  - c. If you are in receipt of a Disclosure from the Disclosure and Barring Service which is no more than 3 months old, please bring the original with you.
  - d. Where appropriate, any documentation evidencing a change of name. *(If you are providing a birth certificate as one form of identification, and your name has changed since birth, you must also provide the appropriate documentation, e.g. Marriage Certificate, to confirm the change of name – but this still only counts as one form of identification).*

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

### **3. Conditional Offer of Appointment - Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of two written satisfactory references (if these have not already been received).
- Verification of identity, qualifications and the right to work in the United Kingdom.
- Self-declaration of physical and mental fitness to discharge the responsibilities required by the post.
- Receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service, to include a Barred List check. **You are required to bring in your Disclosure certificate to the HR Department as soon as you receive it from the DBS.**
- For teaching posts (including sports coaching) – verification of professional status (e.g. GTC registration, QTS, NPQH), verification of successful completion of statutory induction period, and a check of the prohibition from teaching list.
- For management posts (including heads and deputy heads of academic departments, housemasters, SLT, Bursary Management Team, governors and anyone promoted internally to any such management post) – a check of the Section 128 Barring List (Prohibition from Management in Independent Schools).
- Where a teacher has worked in the European Economic Area, a check of the list of teachers sanctioned in other EEA member states.
- Where the successful candidate is a foreign national or has lived or worked overseas for a period of 3 months or more in the previous five years - or longer, if deemed necessary by the School - the candidate will be required to provide a Certificate of Good Conduct from the relevant country/countries.
- Satisfactory completion of the required Probationary Period (as outlined in the Offer of Appointment letter).

#### **PLEASE NOTE**

Where a candidate is:

- found to be on the Barred List or the Protection of Children Act List, or the DBS Disclosure shows he/she has been disqualified from working with children by a Court; and/or
- found to have provided false information in, or in support of, his/her application; and/or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children

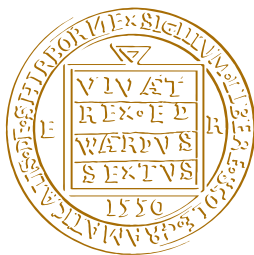
The facts will be reported to the Police and/or the Dorset Children's Safeguarding Board.

If you have any queries regarding the Application and Recruitment Process at Sherborne School, please do not hesitate to contact the HR Department (Mrs Fiona Parkes or Mrs Samantha Belgeonne):

HR Department  
Sherborne School  
Abbey Road, Sherborne, Dorset DT9 3LF

Tel: 01935 810502  
Email: [hr@sherborne.org](mailto:hr@sherborne.org)

**Sherborne School**  
**September 2018 v2**



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## **POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

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## **SECURITY OF DISCLOSURE INFORMATION**

Sherborne School and Sherborne International aim to promote equality of opportunity for all with the right mix of talent, skills and potential; applications are welcomed from diverse candidates.

Sherborne School is a Registered Body with the Disclosure and Barring Service for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to ensure so far as is possible that those who take up appointments at Sherborne School and Sherborne International do not pose a risk to the children in their care. It is important, therefore, for Sherborne School to apply for and review the past criminal records of any successful applicants before confirming and taking up a position at either Sherborne School or Sherborne International.

The School also considers it essential that the confidential and personal Disclosure information from the Disclosure and Barring Service is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the School. Candidates are selected for interview based on their skills, qualifications and experience.

### **Reasons for Requiring Disclosure**

In accordance with the Government requirements, all employees must have undertaken an Enhanced Disclosure. All job details and formal offers of employment will contain a statement that a Disclosure will be requested.

Prior to a request by the School to undertake a criminal record check, applicants are encouraged to advise the School of details, in confidence, of relevant convictions and other associated information (including police enquiries and pending prosecutions).

### **Types of Disclosure**

Criminal record checks from the Disclosure and Barring Service are referred to as "Disclosures". In accordance with the above requirements all Disclosures undertaken are on an Enhanced basis.

Normally Enhanced Disclosures are required for positions that involve a greater degree of contact with children, including caring for, supervising, training or being in sole charge of young people, e.g. School environment.

Enhanced Disclosures include details of all convictions held on the Police National Computer, including current and 'spent' convictions, as well as details of any cautions, reprimands or final warnings. The Disclosure will also indicate whether information is held on Government department lists held by the Department of Health and the Department for Education and Employment. In addition, Enhanced Disclosures include a check on local police records.

### **Application Procedure**

In accordance with normal School policy, applicants will be required to provide proof of their identity to the School, which will include a birth certificate and a passport (or driving licence). Where an applicant has changed his/her name (by reason of marriage, deed poll, adoption etc) the School will require evidence of this change of name (e.g. marriage certificate).

The applicant will be provided with a DBS Application Form and will be required to complete and sign the form, and return direct to the HR Department in the Bursary. The Form will then be countersigned by the School's authorised Counter Signatory and forwarded to the DBS.

All applicants are encouraged to provide this information under separate, confidential cover to the HR Department. This information will only be seen by those who need to see it as part of the recruitment process. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment (or the termination of the employment if it has commenced).

The final Disclosure, which usually takes up to 4 weeks to process, although can sometimes take longer, will be sent direct to the Applicant, and the Applicant must provide this to the HR Department before employment can commence.

### **Consideration of Disclosure Information by the School**

If the Disclosure reveals information not previously known to the employer, the School shall consider the following:

- a. Whether the conviction or other information disclosed is relevant to the position in question;
- b. The seriousness of the offence or other matter revealed;
- c. The length of time since the offence or other matter occurred;
- d. Whether the applicant has a pattern of offending behaviour or other relevant matters;
- e. Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- f. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

### **Disclosure & Barring Service Code of Practice**

The School agrees to comply with the provisions of the DBS Code of Practice where possible, taking account of the Department for Education Keeping Children Safe in Education requirements.

## **Security of Disclosure Information**

- a. The School is required to evidence that it has had sight of the original Enhanced (Child Workforce) Disclosure – whether the DBS application was countersigned by a representative of Sherborne School or, where the successful candidate is registered with the DBS Update Service, the Disclosure was obtained by another organisation.
- b. The School will keep a copy of the Disclosure which, given its confidential nature, will be sealed in an enveloped and stored securely in locked cabinets. Details of the Disclosure number and issue date are recorded on the School's central register,
- c. Direct access to Disclosure information will only be available to the HR Department and, where necessary, the Headmaster. The School recognises that it is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.
- d. Disclosure information will only be used for the specific purpose for which it was requested and for which the Applicant's full consent has been given.
- e. The School will retain a copy of the Disclosure information and any associated correspondence, including copies of any identification documents, for the individual.
- f. If Disclosure information is lost, the School will inform the DBS and the subject of the information as soon as possible.

## **CONTACT**

If you have any queries regarding Disclosures, your contact is as follows:

**Mrs Fiona Parkes or Mrs Samantha Belgeonne**  
**HR Department**  
**The Bursary, Sherborne School**

**Tel: 01935 810502**  
**(email: [hr@sherborne.org](mailto:hr@sherborne.org))**