



Safer Recruitment Policy

SAFER RECRUITMENT POLICY (INCLUDING EYFS)

Policy Review Date: September 2021

Reviewed by: J Callaway & SLT

Next Review: September 2022 (or following incident, legislation or interim guidance)

Distribution

Please note that 2 copies of this policy are printed as standard and distributed to the following areas:

- 1) Staff Room
- 2) School Office

This policy is also made available on the school website.

Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Oct 2017	Re Check	Re-check of Barred list every 3 years	7
Oct 2017 August 2018	Vetting Checks on Volunteers	Flow Chart for Vetting Checks on Volunteers Updated based on KCSIE 2018 and WT 2018 Removal of disqualification by association Additional volunteer risk register	10
Oct 2019 Oct 2020		Updated based on KCSIE 2019 Updated based on KCSIE 2020	
Feb 2021		TRA no longer keeps list of EEA teachers with sanctions Updated based on KCSIE 2021	8
Sept 2021			

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SECTION 1: POLICY STATEMENT

This policy aims to ensure safe and fair recruitment is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and is essential part of creating safe environments for children.

The School's Safeguarding and Child Protection Policy should be read in conjunction with this document, and this can be found on the school's website.

The policy is compliant with the [ISI September 2021](#) regulations, Part 3 (Safer Recruitment) of Keeping Children Safe in Education ([KCSIE September 2021](#)) and [Working Together to Safeguard Children \(Dec 2020\)](#)

AIMS AND OBJECTIVES

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all School staff.
- To ensure all relevant equal opportunities and employment legislation is adhered to throughout the process.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

EQUAL OPPORTUNITIES

The most important priority in the recruitment of staff is the safeguarding of children. After this it is the organisation's policy to recruit the most suitable person for each vacancy, regardless of sex, race, religion or belief, age or perceived age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

Staff concerned with recruitment must ensure that they comply fully with the organisation's equal opportunities policy (detailed in the staff handbook) at every stage of the recruitment process.

A decision to shortlist, interview or offer employment will take no account of an applicant's trade union membership or non-membership.

A decision to shortlist, interview or offer employment will be taken without regard to the applicant's gender, race, colour, nationality, national or ethnic origins, religion or faith, sexual orientation, age or (unless justified by the requirements of the post) disability.

COVID-19

Vetting requirements have not changed during the pandemic and remain an extremely important step to ensure that unsuitable people are not allowed to access pupils. Most staff have remained employed during the lockdown and thus are not subject to re-checking. Peripatetic and Supply Teachers and Volunteers on our register will be subject to a risk assessment as to the degree of re-checking required.

OVERVIEW OF PROCEDURES

Avalon School is fully committed to ensuring that safe recruitment practice is followed, outlined by the following procedures

- Job Advertisements state our commitment to safeguarding and this is included in the job specification
- An application form and 2 references must be submitted for each applicant; where possible references are taken up before interview.
- In interview, any gaps in employment are queried

- Conditional offer of appointment made prior to pre-appointment checks
- In any interview panel one member is trained in Safer Recruitment. The Headteacher, School Business Manager and Nursery Manager are trained in Safer Recruitment (2021)
- References received must include reference to any child protection issues
- Identity will be verified e.g. checking the name and birth date on a birth certificate
- Qualifications will be checked
- All appointments are subject to an enhanced DBS (Disclosure and Barring Service) check and barred list checks (formerly List 99) which includes provision of two forms of identity check.
- Candidates who have lived abroad (overseas) for more than 3 months or are foreign nationals must obtain a criminal record check from that country. See <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> If they have taught abroad in a teaching role they also need a letter of professional good standing from the relevant regulatory body (if such an agency exists and issues such letters).
- Prospective candidates must declare their mental and physical fitness to carry out their work responsibilities. Applicants may be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- Appropriate registration and confirmation of Qualified Teacher Status, and statutory Induction where applicable.
- Checks will be made to ensure a candidate is not subject to a prohibition order issued by the Secretary of State or a teaching sanction from an EEA country (if relevant).
- After 1st January 2021 teaching sanctions from EEA countries is no longer available due to Brexit. Therefore teachers from EEA will be subject to the same checks as other foreign nationals. A letter of professional standing will also be required. (see above) A teaching sanction from an EEA country (if relevant). This information is maintained by the Teaching Regulatory Authority.
- The School Business Manager keeps a Single Central Register of staff with appropriate documentation as evidence. This is checked regularly by the Headteacher and Chair of Governors.
- Staff files are kept by the School Business Manager
- Peripatetic teachers and supply teachers will be checked in the same way.
- Staff representing third party companies that work in the school (i.e. ICS Cleaning) will be checked in the same way by the school or written assurances will be sought that such checks have been made and are satisfactory. **Evidence of Enhanced disclosure and identity will be asked for.**
- All staff will self-declare before employment that they are not “disqualified” from working with children under the Childcare Act 2006 and will make an annual declaration after that.
- Staff are checked for Prohibition from management (section 128) when appointed to SLT , headship or Board of Governors position either through internal promotion or external appointment.
- Staff have the right to work in the UK. Especially relevant after Brexit.
- In the case of agency or contract workers, the School will obtain written confirmation from the agency or company that it has carried out the appropriate checks including as a minimum:
 - Barred list check for those in regulated activity
 - Appropriate level of DBS check
 - Identity check on arrival
 - Any other role specific requirements e.g. disqualification from childcare

SECTION 2: SALARIED EMPLOYEES

VACANCY DECISION

Vacancies are decided by the senior leadership team and approved by the Board of Governors. A job description and person specification will be completed for the type of job, if not already existing. The school's standard application form will be used and adapted for specific jobs.

COMMITMENT TO SAFEGUARDING

All adverts will state "Avalon School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo enhanced child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The person specification and/or advert will make clear that it is an offence to apply for this job if the applicant is barred from engaging in regulated activity relevant to children.

All applications must include the following information:

- personal details;
- current and former names, current address and national insurance number;
- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references;
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

RECRUITMENT PROCESS

All job applications will be acknowledged within two weeks of receipt. The person specification and/or advert will make clear that it is an offence to apply for this job if the applicant is barred from engaging in regulated activity relevant to children.

All applications must include the following information:

- personal details;
- current and former names, current address and national insurance number;
- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references;
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

1. External applicants who are invited to an interview will be asked to give 2 references, 1 of which must be professional (if applicable to the job). For teachers and key jobs the candidates will be asked for permission to take references up before the interview. If a candidate does not wish for references to be taken at this stage, if the recruitment panel are satisfied that there is a valid reason for this request, we will withhold until after the interview process if they have been selected for the job.
2. Candidates will be given an outline of the form of the interview including whether they are expected to give a sample lesson. The appropriate staff (office administration and all those who will be involved in the interview process) will be informed that the interviewees are expected. Applicants will be asked to bring two forms of ID including one photo ID such as Passport or Driving License so that their identity can be checked before the interview.
3. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

- A current driving licence including a photograph or a passport and a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where applicable, proof of entitlement to work and reside in the UK.

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

The interview will be conducted in person and the areas which it will explore will include suitability to work with children including where appropriate, any discussion of information shared by a candidate in their self-declaration form

4. For teaching and key workers there will normally be a single round of interviews unless it is felt that there are too many strong candidates from which to safely pick out the strongest 6 to 8. In this case there will be a short 1st round interview followed by a lengthier 2nd round interview.
5. For domestic, clerical, catering and child-supervision roles the short-list will probably be shorter and there will not usually be a 2nd round.
6. Applicants who are not short-listed must be informed of this fact as soon as possible.

When a suitable candidate has been identified, a job offer will be made subject to the checks outlined above and pre appointment checks below:

- A clear enhanced DBS check (and if appropriate a barred list check -for how we handle DBS please see later on in this document)
- Satisfactory references including professional references if appropriate. For key jobs written references will have already been taken.
- Proof of qualifications (if relevant).
- Checking that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Teaching Regulation Agency's (TRA) Employer Access Service where applicable.
- Sight of relevant documentation confirming the individual's right to work in the UK (which would normally be a full UK passport given as part of the DBS see also the government website <https://www.gov.uk/legal-right-work-uk>). If not then relevant further checks need to be made with UK immigration and noted on their file.
- A completed medical questionnaire which shows no issues for which reasonable adjustment cannot be made. Verifying the candidate's mental and physical fitness to undertake their working responsibilities, including asking relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
- Checking professional experience, QTS and qualifications as appropriate using Teacher Services.
- Any gaps in employment have been satisfactorily explained and a written note is made of any gap on their employment record.
- Confirming that an individual taking up a management position is not subject to a section 128 direction.
- The recruitment panel will 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.

Each offer letter must be accompanied by a statement of the terms and conditions of employment relating to that position and the fact that any offer is subject to satisfactory results of the above checks and will be subject to a probationary period (see below).

The letter will also state that if the DBS has not been received before the start date the applicant will not be allowed access to children without another member of staff being present and that we will do our own barred list check (see below) through the TRA website (assuming the candidate is employed in a regulated activity see below). If the candidate has a DBS from previous employment we will note down the issuing authority together with the number (However we will still do our own DBS check unless the DBS was completed less than 3 months from the date of employment or the candidate has a portable DBS, via the update service, see later in this document). We will inform the candidate that we may contact any of their previous employers to confirm facts and reasons for leaving. The application form makes this clear and the candidates are asked to sign it to denote their acceptance.

In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions e.g. salary, fringe benefits. Details of the planned induction should also be sent with the offer letter, e.g. outlining any training and development, coaching or work shadowing.

REFERENCES

At least two references **will be taken before interview** and the referees will be informed that the job involves significant contact with children. Teachers and key jobs will normally be asked for a reference before the interview. The references may be followed up by a telephone call to referees depending on the outcome of the reference and the selection decision. In this case signed and dated notes will be taken that go into the personal file. See the template sheet in the later section of this document.

We will always obtain a reference from the candidate's current (or last) employer (even if that has to be done after the interview) and we will ensure it is from a senior person authorised to do so.

We will not accept open references e.g. to whom it may concern;

We will not rely on applicants to obtain their reference;

In the case of internal candidates a reference will also be sought from a senior person at Avalon and not simply a colleague.

Electronic references will be verified to ensure they have come from the source claimed. This evidence will be kept on the personal file.

The last school the applicant worked for or work place where the applicant worked with children will always be checked (if the applicant has ever worked in a school or child related business) to confirm employment details and reasons for leaving. Again the headteacher/senior person must be asked.

We will also:

- **Verify any information with the person who provided the reference;**
- **ensure electronic references originate from a legitimate source;**
- **contact referees to clarify content where information is vague or insufficient information is provided;**
- **compare the information on the application form with that in the reference and take up any discrepancies with the candidate;**

PROBATION

All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by their supervisor during this period, and they will be interviewed mid probation at three months and then have a probation interview after six months' employment. A recommendation should be discussed and agreed at the probation interview as to whether the employment should be confirmed, extended or terminated

DISCLOSURE & BARRING SERVICE (DBS)

The DBS is the organisation that came into being on 1 Dec 2012 that replaces the functions of the CRB and ISA.

BLEMISHED ENHANCED DISCLOSURE

In the case that an Enhanced Disclosure produces information not already disclosed by the candidate in the application process, the candidate is given the chance to explain the discrepancy to the Headteacher of the school who is overseeing the process (unless the candidate chooses to withdraw voluntarily). It is at the discretion of the Headteacher whether the information provided requires the school to withdraw the offer. Such a decision will be noted on their file.

TEACHING QUALIFICATIONS AND PROHIBITION ORDERS

The teacher reference number will be checked on the TRA (Teaching Regulatory Authority, established 2018) database hosted on the DfE website at <https://www.gov.uk/guidance/teacher->

[status-checks-information-for-employers](#) . This check informs us whether the individual is qualified to teach. It also provides information as to whether an individual has a professional prohibition order. All employees employed to teach can be checked regardless of whether they have a Teaching Qualification. The database also allows us to check whether any individual has a teaching prohibition imposed by a EEA country.

THOSE WHO HAVE LIVED OR WORKED OUTSIDE OF THE UK

As of 1 January 2021, the Teaching Regulation Agency (TRA) ceased to maintain a list of EEA teachers with sanctions.

For candidates who have lived or worked outside the UK, all mandatory checks outlined in this policy will be carried out, along with any additional checks where necessary.

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 for candidates applying for roles that involve regulated activity), including for candidates who have not been to the UK before.
- For teaching staff, obtaining proof of their past conduct as a teacher, in the form of a letter of professional standing from the professional regulating authority in the country in which they worked.
- Where a professional letter of standing cannot be obtained, conducting a risk assessment or seeking alternative methods of checking suitability to support informed decision-making.
- 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.
- The UK introduced a points-based immigration system 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. Obtaining proof of candidates' immigration status in the UK.

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.

Following the UK's exit from the EU, schools and colleges should 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.

BARRED LIST CHECK

An enhanced DBS check may be requested for anyone working in school that is not in regulated activity but does not have a barred list check. If there are concerns about an applicant, an enhanced DBS check with barred list information may be requested, even if they have worked in regulated activity in the three months prior to appointment. Written information about their previous employment history will be obtained from candidates and the appropriate checks undertaken to ensure information is not contradictory or incomplete.

ANNOUNCEMENT

Once the starting date has been agreed, the Headteacher will inform staff and if appropriate write to parents informing them of the new employee.

INDUCTION

The procedures and arrangements in the staff induction policy will be followed. See separate Employee Induction Policy.

SELF DECLARATION

Staff will be reminded annually of their duty to inform us if they are disqualified from childcare at any point and be asked to self declare.

SECTION 3: SUPPLY TEACHERS

AGENCY SUPPLY TEACHERS

Agency supply teachers are employed by another organisation. It is the responsibility of the agency to ensure all relevant checks are completed. If the Head elects to use an agency teacher the Head will inform the office for safeguarding and budgetary purposes at the earliest possible opportunity.

The details of the agency teacher will be downloaded from the agency and kept in an agency supply file. The agency will provide written commitment in its terms and conditions that the teacher is suitable and safe to work in a school and has a valid DBS within 3 years and has had continuous service with the agency with no break of more than 3 months. All relevant checks have been done and can be inspected on request. For supply staff, the school will check if 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.

On arrival at the school we will ask to check the identity of the supply teacher. We will also need to take a copy of their DBS. Ideally this will be a portable DBS. A Barred List check will also be undertaken. These checks will be noted in their personnel file in the school.

PERIPATETIC TEACHERS

Such teachers are self-employed but regularly come into the school. The process and checks are thus the same as employees in regulated activity (see definition below) but the decision to allow them to come into school will be made jointly with a relevant subject co-ordinator i.e. the music co-ordinator in the case of a music teacher or the PE co-ordinator in the case of a sports coach.

STUDENT TEACHERS

Student teachers undertaking official placements are considered as agency supply teachers with their University acting in the role of the agency. We will do an identity check on arrival at the school and ask them to do the basic medical questionnaire. As per agency workers we will ask for confirmation that all checks have been completed and the student is suitable to work with children. (See para 279 of KCSIE September 2021).

VOLUNTEERS

Volunteers at Avalon bring with them a range of skills and experience that can enhance the learning opportunities of pupils. We welcome and encourage volunteers from the local community to assist in the school's day to day running. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks. In most cases it is envisaged that volunteers will be taking part in unregulated activity (i.e. fully supervised and not involving personal care).

REGULATED ACTIVITY IN RELATION TO CHILDREN

In order to understand the checks required for volunteers it is important to understand the definition of regulated activity as defined by KCSIE. This is because anyone who does a regulated activity must be subject to the same checks as all staff if the activity they are doing is regulated. KCSIE Sept. 2021 states that:

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

HM Government has produced a Factual note on regulated activity in relation to children:

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
- b) work 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 done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly.

Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not.

This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

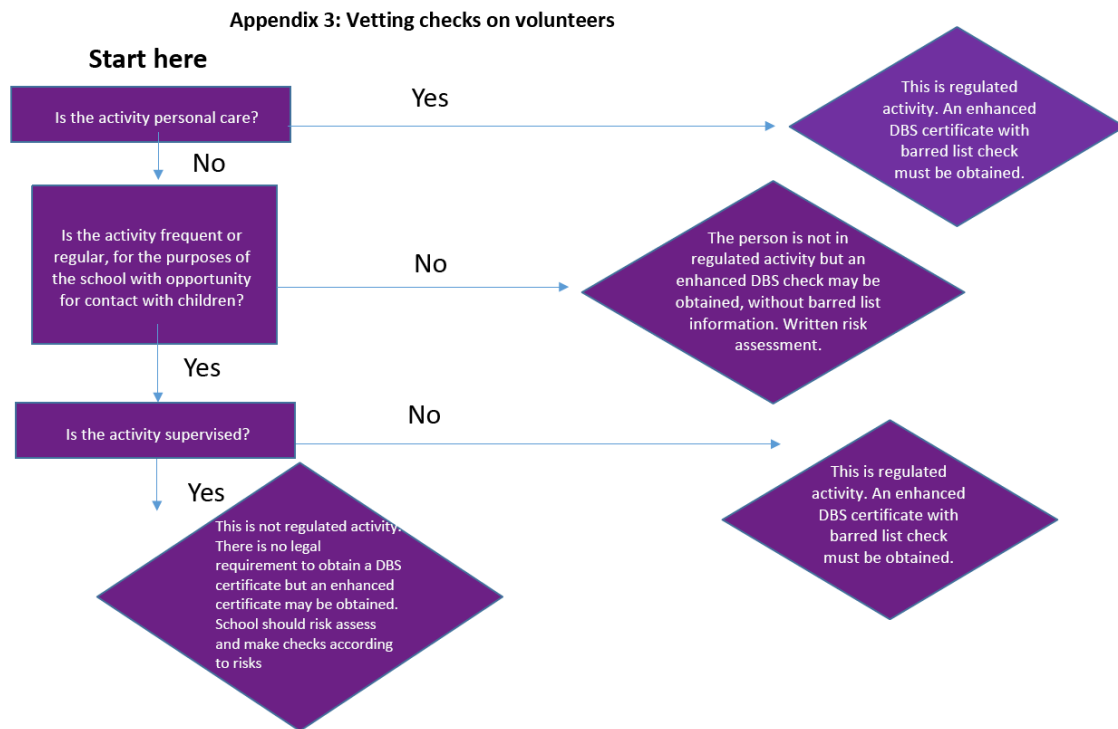
RECRUITMENT OF VOLUNTEERS

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Headteacher, Deputy Headteacher or School Business Manager to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School.

Any volunteering placement may be offered subject to the following checks, if relevant and follow the process outlined below, according to the Commentary on the Regulatory Requirements (Effective Sept 2017):

1. an enhanced DBS certificate;
2. if the volunteer will be undertaking a regulated activity, a barred list check;
3. evidence that the volunteer has not been disqualified from participating in the management of independent schools (if the volunteer is assisting the SLT or Board of Governors);
4. a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009
5. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
6. references may also be required, as appropriate.
7. risk assessments for volunteers, are carried out as required.

(See below for flow chart of vetting checks on volunteers)



Commentary on the Regulatory Requirements

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Effective September 2020

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Reference: Commentary on the Regulatory Requirements- Effective September 2020

INDUCTION OF VOLUNTEERS

Volunteers will be provided with the relevant information, policies or offered training on the following matters once the volunteering placement commences, as appropriate to their role:

Safeguarding Policy

Health and Safety

Staff Code of Conduct

Confidentiality obligations and Supervision Procedures will be set out in a volunteer agreement. (See Appendix 9)

All visitors and volunteers will be provided with a summary sheet with the school's overarching safeguarding & health & safety arrangements (see appendix 8) for quick reference information.

WORK EXPERIENCE YOUNG PEOPLE/STUDENTS

This refers to young people who may volunteer in the school for a couple of weeks to experience what it is like to work in a school. Such individuals do not have access to the children on their own and must always be supervised. They are not considered to be doing regulated activity and the school does not consider that an enhanced disclosure is needed.

The checks to be undertaken are

- Receipt of a confirmation letter from the supplying school and / or agency
- Informal interview
- Risk assessment completed
- See Appendix 7

GOVERNORS & MEMBERS OF THE SENIOR LEADERSHIP TEAM

On appointment to the board of governors or the Senior Leadership Team the following checks will be carried out (if not already done so, i.e. an existing member of staff is appointed)

- an enhanced DBS certificate - requesting also a check for prohibition from participating in the management of schools (S128 check).
- if the governor will be undertaking a regulated activity(see above for definition of regulated activity), a barred list check;
- evidence of their entitlement to work in the UK, where relevant;
- if the appointment is for a governor, confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
- evidence that the governor or member of the SLT has not been prohibited from participating in the management of independent schools; this information if available from the DfE secure access site and is the same website used for checking teaching prohibition orders. (S128 check)
- a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
- The new governor details will be sent to Companies House to register the appointment.

CHAIR OF GOVERNORS

If the Chair of Governors is to change, the school will ensure that the Department for Education obtains an enhanced criminal records check, countersigned by the Secretary of State and checks both the individual's identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chair's disclosure application has to be made by the DfE; the school cannot handle it as they would for all other Governors. So, even if a Governor, whom the school has already checked, becomes Chair, the DfE must be informed and must make another check.

See para 565 of ISI September 2021 regulations. "How to obtain an enhanced DBS check countersigned by the Secretary of State"

CONTRACTORS

The school will ensure that any contractor or employee of the contractor working on the premises has been subject to the appropriate level of DBS check. Checks will be conducted to ensure that the contractor presenting themselves for work is the same person on whom the checks have been made. Contractors without a DBS check will be supervised if they will have contact with children. The identity of the contractor will be checked upon their arrival at the school.

HANDLING OF DBS DISCLOSURE INFORMATION

As an organisation using the Disclosure & Barring service (DBS) to help assess the suitability of applicants for positions of trust, Avalon School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining with the safe handling, use, storage, retention and disposal of Disclosure information.

STORAGE AND ACCESS

Disclosure information is always kept securely, in lockable, non-portable storage containers. Access is strictly limited to those who are entitled to see it as part of their duties.

HANDLING

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

USAGE

Disclosure information is only for the specific purpose for which it was requested and for which the applicant's / employee's full consent has been given.

RETENTION

Once recruitment (or other relevant decision) has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints and to ensure the information is available for inspectors. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than twelve months, we will consult the DBS about this and will give full consideration to the data protection and human rights issues relating to the subject before doing so. Throughout this time, the usual conditions regarding safe storage and access will continue to apply.

DISPOSAL

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

REFERRAL TO THE DBS

The school will refer to the DBS anyone who has harmed a child or poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. The duty will also apply in circumstances where an individual is deployed to another area of work that is not in regulated activity or they are suspended.

ONGOING SUITABILITY

Following appointment, consideration will be given to staff and volunteers' ongoing suitability – to prevent the opportunity for harm to children or placing children at risk.

APPENDIX 1 : REQUEST FOR REFERENCE LETTER

Dear,

CANDIDATE'S NAME
POSITION

The above person has applied to us for a position within our school as *POSITION* and has given your name as referee.

I would be grateful if you could supply a reference, using the enclosed proforma, as to your view of the applicant's suitability for this position. I have also enclosed a job description and person specification to help you in your deliberations. As part of your reference please indicate any reason the applicant would not be deemed worthy of working with children in this position.

Information divulged in the reference will be treated confidentially but some of the relevant factual content may be discussed with the applicant.

We may contact you subsequently for clarification of any part of the reference.

The interviews are due to take place on *INTERVIEW DATE*, and I would be grateful if you could email me your reference owing to the short timescale involved by *RETURN DATE*. Please send the email to my PA at: annevans@avalon-school.co.uk

I would like to thank you for your co-operation in this matter and I look forward to hearing from you shortly.

Yours sincerely

Mrs J Callaway
Headteacher

APPENDIX 2 : REFERENCE PROFORMA

Proforma reference form for the post of *POSITION*

Full Name of Candidate: *CANDIDATE'S NAME*

Would you please comment on the following:

What was your relationship with the candidate, i.e. how long you have known the candidate and in what capacity:

If a current or previous employer, could you please confirm the nature of your business and the applicant's current (or previous) post:

Are you satisfied that the person has the ability and is suitable to undertake the above job. Could you please make specific comments about the applicant's suitability for the post, and how she/he has demonstrated that she/he meets the person specification:

The candidate's ability to relate to other people:

The candidate's attendance and punctuality record:

Could you please confirm the applicant's sick record:

Are you completely satisfied that the candidate is suitable to work in a school environment, and, if not, could you please give specific details of your concerns and the reasons why you believe the person might be unsuitable:

Could you please comment on the applicant's performance history and conduct:

Could you please comment on the applicant's reliability and honesty:

Could you please comment on the candidate's work ethic and attitude to authority:

Could you please comment on the candidate's character:

Could you please give details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired, and the outcome of those:

Could you please give details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children, suitability to work with children or behaviour towards children, and the outcome of those concerns e.g. either the allegations or concerns were investigated, the conclusion reached, and how the matter was resolved:

Could you include here any other information that you may feel is relevant to her/his application:

Signed: _____

Date: _____

APPENDIX 3: TELEPHONE REFERENCE RECORDING FORM

Name of Applicant	
Position Applied For	
Name of Referee	
Type of Referee	
Tel. No. of Referee	
Notes from conversation	(Please remind the referee this post is exempt from the rehabilitation of offenders act and therefore if they have any information regarding suitability of working with children they must tell us).
Name of Checker	
Date/ time of check	

APPENDIX 4 : MEDICAL QUESTIONNAIRE FOR EMPLOYEES FULL OR PART TIME

Please complete the questionnaire below. The information is required with your interests in mind. As a result of the information you have given, you may be referred to a doctor appointed by the organisation so that a medical examination can be carried out. If you wish, you may request an interview with the organisation's appointed medical officer/nurse, either as an alternative to completing this form or to provide supplementary information or explanation.

A. Have you ever	No	Yes	Please give details		
1. Had an operation?	<input type="checkbox"/>	<input type="checkbox"/>			
2. Been seriously injured?	<input type="checkbox"/>	<input type="checkbox"/>			
3. Received in-patient treatment for a physical or mental condition?	<input type="checkbox"/>	<input type="checkbox"/>			
4. Been refused or dismissed from employment for health reasons?	<input type="checkbox"/>	<input type="checkbox"/>			
5. Received a disability pension?	<input type="checkbox"/>	<input type="checkbox"/>			
6. Had a disability?	<input type="checkbox"/>	<input type="checkbox"/>			
7. Been made ill by your work?	<input type="checkbox"/>	<input type="checkbox"/>			
8. Been refused a driver's licence because of ill health?	<input type="checkbox"/>	<input type="checkbox"/>			
B. Do you suffer from or have you ever had:					
Diabetes	Yes <input type="checkbox"/> No <input type="checkbox"/>	Skin rashes or eczma	Yes <input type="checkbox"/> No <input type="checkbox"/>	Swelling of legs/ankles	Yes <input type="checkbox"/> No <input type="checkbox"/>
High blood pressure	Yes <input type="checkbox"/> No <input type="checkbox"/>	Anaemia	Yes <input type="checkbox"/> No <input type="checkbox"/>	Menstruation or prostate problems	Yes <input type="checkbox"/> No <input type="checkbox"/>
Asthma	Yes <input type="checkbox"/> No <input type="checkbox"/>	Headaches (frequent)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Varicose veins	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cough (frequent)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Heart Trouble	Yes <input type="checkbox"/> No <input type="checkbox"/>	Rupture	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rheumatic fever	Yes <input type="checkbox"/> No <input type="checkbox"/>	Chest Trouble	Yes <input type="checkbox"/> No <input type="checkbox"/>	Back trouble	Yes <input type="checkbox"/> No <input type="checkbox"/>

Arthritis	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fainting or dizziness	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ear trouble	Yes <input type="checkbox"/> No <input type="checkbox"/>
Epilepsy/fits	Yes <input type="checkbox"/> No <input type="checkbox"/>	Hay Fever	Yes <input type="checkbox"/> No <input type="checkbox"/>	Eye trouble	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shortness of breath	Yes <input type="checkbox"/> No <input type="checkbox"/>	Jaundice	Yes <input type="checkbox"/> No <input type="checkbox"/>	Nerve trouble	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you take medicine regularly?	Have you worked in a dusty trade?		Have you ever had a head injury?	Do you suffer from any other ailments?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

APPENDIX 5 : MEDICAL DECLARATION (FOR ALL STAFF & including VOLUNTEERS)

We will not contact your Doctor without your permission; this information is so that if you are taken unconscious whilst at school we can inform the emergency services of your Doctor.

Doctors Name	
Doctors Telephone	
Doctors Address	
(For volunteers, students, or other) Any allergies/ medical conditions we should be aware of (in case of being taken ill whilst at school):	

To the best of my knowledge and belief, the information given above is correct. I understand that if I am appointed and this information is inaccurate, I am liable to dismissal. (Not applicable for volunteers and students)

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Department	<input type="text"/>		
Job title	<input type="text"/>	Date of transfer	<input type="text"/>

To the best of my knowledge and belief, I am physically and mentally able to do the job I am applying for at Avalon school and know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post.

Signature	<input type="text"/>	Date	<input type="text"/>

APPENDIX 6 : RECRUITMENT CHECKLIST

Name of Applicant			P
Position Applied For			A
Send letter to candidate informing offer is subject to satisfactory checks. Any previous employer may be contacted.			S
All positions (except parent volunteers and students not in charge of pupils)			
1.0 Identity (Address, Date of Birth)		If not UK or Irish citizen , or EU citizen , then right to work in UK checks apply.	
2.0 Qualifications Received		If relevant. If teacher, TRA teacher number is needed in addition to institution where qualifications were obtained.	
2.1 Qualifications verification		DfE check on website. If other check with institution qualification obtained from.	
3.0 Reference (including parental volunteer if appropriate)		At least 2 References	
3.1 Reference 1 received and satisfactory.		Professional reference if relevant for the job. Check referee if any doubt of their identity.	
3.2 Reference 2 received and satisfactory.			
4.0 Application Form Received		Application form checked. (If volunteer then not needed).	
4.1 Application Satisfactory		No unexplained gaps in job history. If gaps exist this is queried at interview and then this is noted in their employment file. If applicant has ever worked in a school their last school will be contacted to verify employment history and reason for leaving.	
5.0 Medical Fitness		If any issues returned in medical form need to consult medical professional as to whether reasonable adjustment can be made. If volunteer then question can simply be "Are there any medical issues we should be aware of in case you are taken ill?"	
6.0 DBS (including for parental volunteer for regulated activities)		If portable DBS then permission must be sought from the applicant to check. If DBS from another authority note. Note the date DBS is seen (as well as issued).	
6.1 DBS abroad		If candidate has worked or lived abroad consult DBS for how to verify in the country they worked in. See https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants If applicant is for a teaching post and has worked in a EEA country check the TRA database for an EEA prohibition.	
6.2 Barred list check via TP.		For regulated activity only	
7.0 Prohibition check		Check on the DfE TRA website if vacancy is a teaching post (or requires teaching – a DfE number is not needed for this)	
8.0 Disqualification from childcare		Check it has been signed in the application form and prior to confirming appointment	
9.0 Section 128 Prohibition from Management		Check on the DfE TRA if new appointment made to SLT or Board of Governors.	
Non-UK and Ireland citizens			
10.0 Right to work in the UK		Check with UK immigration if doubt.	
Supply Teachers			
11.0 Barred list check		Via Teachers Pension website	
Induction Process - list to be shared with applicant			
12.0 Induction Policy		has been issued, signed and returned	

APPENDIX 7 : CHECKLIST FOR WORK EXPERIENCE /STUDENTS

Note: These people **must not be left alone** without a member of staff to supervise the children.

Name of Applicant:	
Address:	
Home tel. and Mobile tel.	
E-mail:	
Dates of placement (from and to):	
Proof of identity if University Student on placement (2 documents – 1 to include a photo and 1 to include the address):	
Date of Birth:	
Any allergies/ medical conditions we should be aware of:	
Contact has been made with school/university Question to be asked; Do you know of any reason why this person should not work with children?	Tick if satisfactory answer and sign below.

Avalon School NOTICE TO VISITORS

Welcome to our school. Avalon School is committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

HEALTH & SAFETY AND SAFEGUARDING



The Health and Safety at Work Act 1974 requires both you and the school to take all reasonable steps to ensure your safety on this site. Please note signage in your area and observe safe practice.

Follow school procedures whilst on the premises.
Sign in at the School Office and receive a Visitors Badge.
Sign out and return your Visitor Badge when leaving the premises.
Do not enter a classroom without prior arrangement with a member of staff.

If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please speak to a member of staff immediately and report your concern to **Mrs Callaway, Headteacher (Designated Safeguarding Lead)**.

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty of care for the health and safety of yourself and others.

Please make the office staff aware of any medical needs.
Nuts, of any kind, are NOT to be brought onto the school site.

The school accepts no responsibility for any loss or damage to visitor's property.

FIRE ALARM



Fire evacuation procedures are clearly displayed around the school.

On discovering a fire:

Operate the nearest fire call box and then evacuate as below.

On hearing the fire alarm:

Leave the building by the nearest exit and make your way to the assembly point on the playground. Do not stop to collect belongings. Do not re-enter the building until you are informed to do so.

FIRST AID



Any illness or accident on school premises must be reported to the school office.

The school ensures that during the school day designated first-aiders are on-site. First aid is available from the school office.

If further support is required ie: ambulance, please contact the school office.

NO SMOKING



Please note that Avalon School is a **NO SMOKING** environment.

BRITISH VALUES



At Avalon School we promote fundamental British values and as such we expect all visitors to respect this and reflect these values in any talks, activities or presentations they undertake at Avalon School.

Thank you for your co-operation

APPENDIX 9 : VOLUNTEER AGREEMENT

1. Volunteer agreement

This letter sets out what we can each reasonably expect from your volunteering role within Avalon School. The school appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

2. Your obligations

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, the Child Protection and Staff Code of Conduct. You can expect us to deal with you in accordance with our equal opportunities policy.

3. Induction and training

We will provide an induction explaining what we do and how volunteers fit within the School. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

4. Supervision and support

If you have any issues during your role as a volunteer, please contact the Deputy Headteacher or Headteacher to discuss these.

Please contact the school office, as soon as possible if you are unable to volunteer when expected.

5. Expenses

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us.

6. Insurance

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

7. Confidentiality

In the course of providing your volunteering services to the School, you may have access to confidential information relating to staff, pupils or parents. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

8. Leaving

We ask that you give us as much notice as possible if you want to stop volunteering with us.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Volunteer Signature: _____ Date: _____

Mentor / Manager Signature : _____ Date: _____