



# Safer Recruitment Policy

**Safer Recruitment Policy  
(Including EYFS)**

**Policy Review Date:** October 2019

**Reviewed By:** J Callaway & SLT

**Next Review:** October 2020 (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	Vetting Checks on Volunteers	Flow Chart for Vetting Checks on Volunteers	10
Oct 2018		Updates based on KCSIE 2018	
Oct 2019		Updates based on KCSIE 2019	

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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 2019** regulations, Part 3 (Safer Recruitment) of Keeping Children Safe in Education (KCSIE, **September 2019**) and **Working Together to Safeguard Children (Feb 2019)**

### **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.

### **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, Nursery Manager and Deputy Nursery Manager are trained in Safer Recruitment
- References received must include reference to any child protection issues
- Identity will be verified

- 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>
- Prospective candidates must declare their medical fitness for the 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 DfE or a teaching sanction from an EEA country (if relevant). This information is maintained by the National College for Teaching and Leadership (NCTL)
- 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. Adept 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 that will work with early year's children or children under the age of 8 will self-declare before employment that they are not "disqualified" from working with children or indirectly disqualified by association by living with a person who they know is disqualified.

## 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 standard application form will be used.

### COMMITMENT TO SAFEGUARDING

All adverts will state "Avalon School is committed to safeguarding and all posts will require an enhanced DBS check"

### INTERNAL STAFF OPPORTUNITY

All job applications will be acknowledged within two weeks of receipt. 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.

Candidates will be given an outline of the form of the interview and 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 of what 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.

Where appropriate, skills tests may form part of the interview. 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 1<sup>st</sup> round interview followed by a lengthier 2<sup>nd</sup> round interview.

For domestic, clerical, catering and child-supervision roles the short-list will probably be shorter and there will not usually be a 2<sup>nd</sup> round.

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;

- A clear enhanced DBS 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).
- No prohibition orders imposed by the Secretary of State or other regulatory bodies.
- 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). 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.
- Any gaps in employment have been satisfactorily explained and a written note is made of any gap on their employment record.

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 [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) (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 see later in the 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.

## **REFERENCES**

At least two references will be taken 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 recording sheet in Appendix 3.

The last school the applicant worked for will always be checked (if the applicant has ever worked in a school) to confirm employment details and reasons for leaving.

## **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 an EEA country.

## **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.

## **RECHECK**

If appropriate we will do a barred list recheck (for those doing regulated activity) to ensure nothing has happened that we are unaware of during employment.



## **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.

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 their 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. (See para 161 of KCSIE September 2019).

### **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. 2019 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: scope

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.

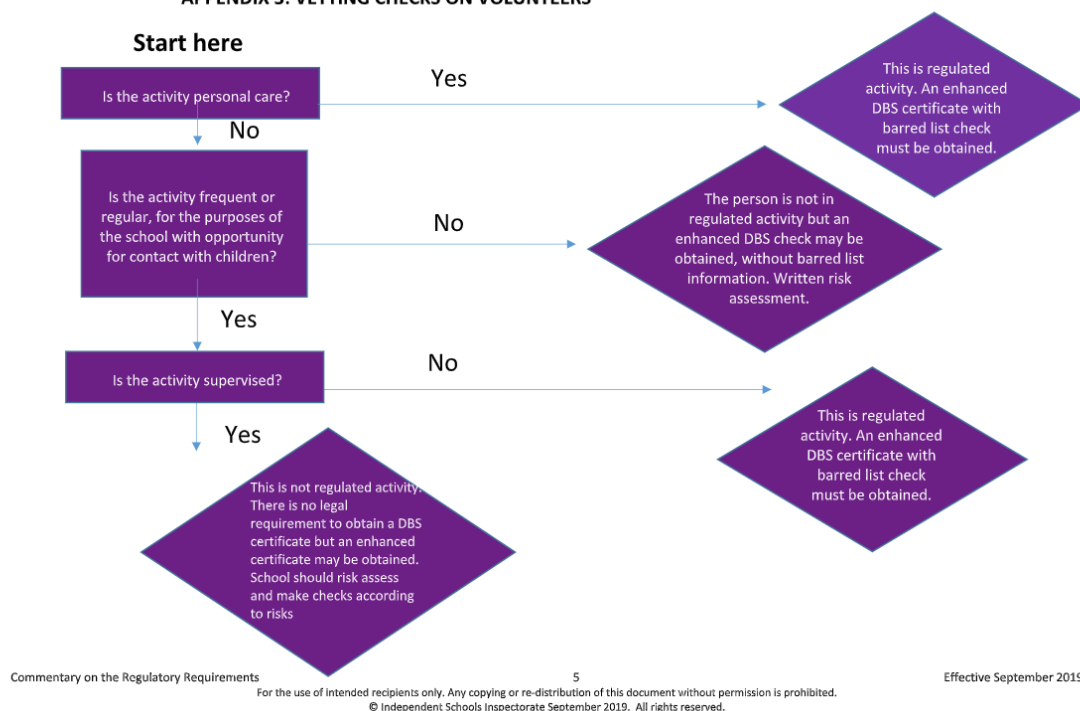
## **RECRUITMENT OF VOLUNTEERS**

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 2019):

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 and risk assessments, as appropriate.

## APPENDIX 3: VETTING CHECKS ON VOLUNTEERS



**Reference: Commentary on the Regulatory Requirements- Effective September 2019**

## 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 )

## 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

# 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.

## 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.

## 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](mailto: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 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>B. Do you suffer from or have you ever had:</b>					
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  Date

Name

Department

Job title  Date of transfer

To the best of my knowledge and belief, I am physically 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  Date

## APPENDIX 6 : RECRUITMENT CHECKLIST

Name of Applicant			P A S S
Position Applied For			
Send letter to candidate informing offer is subject to satisfactory checks. Any previous employer may be contacted.			
<b>All positions (except parent volunteers and students not in charge of pupils)</b>			
1.0 Identity (Address, Date of Birth)		If not UK citizen, or EU citizen, then right to work in UK checks apply.	
2.0 Qualifications Received		If relevant. If teacher GTC number is needed in addition to institution where qualifications were obtained.	
2.1 Qualifications Checked		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 <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a> 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 NCTL website if vacancy is a teaching post	
8.0 Disqualification by association		Check it has been signed prior to confirming appointment	
9.0 Section 128 Prohibition from Management		Check on the DfE NCTL if new appointment made to SLT or Board of Governors.	
<b>Non-EU citizens</b>			
10.0 Right to work in the UK		Check with UK immigration if doubt.	
<b>Supply Teachers</b>			
11.0 Barred list check		Via Teachers Pension website	
<b>Induction Process - list to be shared with applicant</b>			
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  <b>Question to be asked; Do you know of any reason why this person should not work with children?</b>	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: \_\_\_\_\_