



## St Leonard's CE(A) First School Safer Recruitment and Selection

**Responsibility of:**  
Full Governing Board

Adopted by the Governing Body:  
Sep 2022  
Review date: Sep 2023

Date of last policy reviewed	Changes made
Sep 2021	<u>Additions made in line with KCSIE Sep 2022.</u> <ul style="list-style-type: none"> <li>• Section on Application forms and CV's added.</li> <li>• Online searches on shortlisted candidates for due diligence checks.</li> <li>• Professional email addresses added.</li> </ul>



## Policy for Safer Recruitment and Selection

### Safer Recruitment and DBS checks – Policy and Procedures

#### Recruitment and selection process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

#### Advertising

When advertising roles, we will make clear:

Our school's commitment to safeguarding and promoting the welfare of children

- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

#### Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

### **Shortlisting**

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- Use online searches as part of our due diligence checks on shortlisted candidates.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true

### **Seeking references and checking employment history**

We will obtain references before interview and all references will be verified by a phone call.

Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- The email addresses of both referees need to be professional ones.
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference

to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations

- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

A curriculum vitae (CV) will only be accepted alongside a FULL application form. It is not sufficient on its own to support safer recruitment.

### **Interview and selection**

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made
- Use appropriate interview tasks to decide whether candidates meet the criteria for the post such as teaching of lessons and planning activities, spending time in the school environment or particular tasks such as meeting the school council or writing a letter to parents.
- During interview the essential criteria for the post will be used on a checklist to score candidates. These scores will be used to judge the candidate most suitable for the role in addition to information gained from tasks completed.

### **Pre-appointment vetting checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **New staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy

of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
  - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**Regulated activity** means a person who will be:

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

### **Existing staff**

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or

- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### **Trainee/student teachers**

- Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.
- Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.
- In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

### **Governors**

- All governors will have an enhanced DBS check without barred list information.
- They will have an enhanced DBS check with barred list information if working in regulated activity.
- All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

### **Procedure for Recruitment of ex-offenders**

The School will not unfairly discriminate against any applicant for employment based on conviction or other details disclosed. The School makes appointment decisions based on merit and ability.

If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School.

The School will make a report to the Police and / or the DBS if: •

- it receives an application from a barred person;
- it is provided with false information in, or in support of an applicant's application
- it has serious concerns about an applicant's suitability to work with children.

#### Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision: -

- whether the conviction or other matter revealed is relevant to the position in question; -
- the seriousness of any offence or other matter revealed; -
- the length of time since the offence or other matter occurred; -
- whether the applicant has a pattern of offending behaviour or other relevant matters; -
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered by the applicant.



If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: •

murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving [within the last ten years].

### **Assessment procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be agreed by the Governing Board before a position is offered or confirmed. If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of disclosure information The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months.
- The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;

- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

If a DBS Certificate reveals any convictions, the person concerned will be invited to attend an interview with the Head teacher to discuss the conviction(s) and circumstances. Following this meeting a risk assessment will be carried out and a decision made and communicated back to the person concerned. For safer recruitment purposes, until this decision has been made the applicant should not commence employment.

## Recruitment Checks

TYPE OF CHECK	WHAT IS IT?	WHY DO WE NEED IT?	HOW DO WE DO IT?
<a href="#">Enhanced DBS</a>	<p>A check on someone's criminal record.</p> <p>It includes:</p> <ul style="list-style-type: none"> <li>Spent and unspent convictions</li> <li>Cautions</li> <li>Reprimands</li> <li>Final warnings</li> <li>Any other information local police consider relevant to working in a school</li> </ul> <p>DBS checks don't include a barred list check unless you specify that you need one.</p>	<p>DBS checks help you:</p> <ul style="list-style-type: none"> <li>Determine whether someone is allowed to work with children (through the barred list)</li> <li>Comply with childcare disqualification requirements</li> <li>Find out whether someone has committed offences that suggest they aren't suitable for a role</li> </ul> <p>Find out who needs this type of check in our article <a href="#">DBS checks: summary of requirements</a>.</p>	<p>If you do <b>fewer than 100</b> checks a year, you need to use an <b>'umbrella body'</b>.</p> <p>If you do <b>100 or more</b> checks a year, you can use an umbrella body or register with the DBS.</p> <p>If a candidate needs a DBS check, you must obtain it before you appoint them, or as soon as you can afterwards. This includes if you're using the DBS Update Service.</p> <p>To <b>conduct the check</b>:</p> <ol style="list-style-type: none"> <li>Ask your umbrella body or the DBS for an application form</li> <li>Give the form to the applicant to fill in</li> <li>Collect the completed form from the applicant, along with documents proving their identity</li> <li>Send the completed application to the umbrella body or DBS</li> <li>Ask the applicant to show you the DBS certificate (it will be sent to them directly)</li> </ol>

TYPE OF CHECK	WHAT IS IT?	WHY DO WE NEED IT?	HOW DO WE DO IT?
			<p>It's good practice to require new staff to join the <a href="#">DBS Update Service</a>.</p> <p>If the applicant is already subscribed to the service, you can use it to conduct a status check if you:</p> <ul style="list-style-type: none"> <li>• Have seen their original DBS certificate</li> <li>• Have confirmed their identity</li> <li>• Have their consent to conduct the check</li> <li>• Are conducting the same type and level of check as they've had before</li> </ul> <p>This is set out in the <a href="#">DBS Update Service employer guide</a>.</p>

TYPE OF CHECK	WHAT IS IT?	WHY DO WE NEED IT?	HOW DO WE DO IT?
<a href="#">Barred list</a>	<p>The DBS maintains a list of people who are barred from working with children and vulnerable adults.</p> <p>The barred list check looks at whether someone is included on the barred list relevant to your setting. In your school, this will probably be the children's barred list.</p>	<p>You <b>must</b> carry out a barred list check on anyone at your school who:</p> <ul style="list-style-type: none"> <li>• Is engaging in regulated activity</li> <li>• Has worked in a post in a school or college that brought them into regular contact with children or young people which ended 3 months or less before they were appointed</li> </ul> <p>It's an offence to employ someone to carry out regulated activity if they're on the barred list.</p> <p>Only certain kinds of convictions automatically lead to barring, so serious offences listed on a DBS certificate don't necessarily mean that someone is barred.</p> <p>You need to conduct both checks on relevant people to make sure you're compliant.</p>	<p>You can conduct a barred list check:</p> <ul style="list-style-type: none"> <li>• As part of an enhanced DBS check</li> <li>• Separately, through your umbrella body or the <a href="#">DBS</a></li> </ul>

TYPE OF CHECK	WHAT IS IT?	WHY DO WE NEED IT?	HOW DO WE DO IT?
<a href="#">Prohibition from teaching</a>	<p>A prohibition from teaching check shows whether a teacher:</p> <ul style="list-style-type: none"> <li>• Is prohibited from teaching (permanently or temporarily)</li> <li>• Is subject to sanctions or restrictions (these usually prevent a teacher from working in maintained schools)</li> </ul> <p>The Teacher Services tool that enables you to do this check also shows whether a teacher:</p> <ul style="list-style-type: none"> <li>• Has the right qualifications for the role</li> <li>• Has qualified teacher status (QTS)</li> <li>• Failed probation or induction</li> <li>• Was subject to a misconduct investigation that <b>did not</b> result in a prohibition order</li> </ul>	<p>You're <b>required</b> to conduct this check on any member of staff appointed to carry out teaching work.</p> <p>This is set out in paragraph 235 of <a href="#">Keeping Children Safe in Education</a>.</p> <p>Teachers in maintained schools and non-maintained special schools <b>must</b> have <a href="#">QTS</a>, so checking also makes sure you comply with this requirement.</p> <p>A key aspect of this check is to do with professional misconduct and suitability, so it helps you make a fully informed decision about whether someone is right for your school.</p>	<p>To conduct the check:</p> <ul style="list-style-type: none"> <li>• Confirm the applicant's identity</li> <li>• Log on to the Teacher Services section of the <a href="#">DfE's Sign-in portal</a>.</li> </ul> <p>You can search for records in 2 ways:</p> <ul style="list-style-type: none"> <li>• Using a teacher reference number and date of birth</li> <li>• Searching alphabetical lists of teachers and others with current prohibitions, restrictions and/or sanctions, or who have failed induction/probation</li> </ul>
<a href="#">Childcare disqualification</a>	<p>A check to make sure that people who have committed relevant offences aren't:</p> <ul style="list-style-type: none"> <li>• Providing childcare or education to children in the early years (including reception classes), or managing such childcare or education</li> <li>• Providing before or after-school care to children under the age of 8, or managing such provision</li> </ul>	<p>It's an offence to employ someone in a relevant role if they're disqualified.</p> <p>Childcare disqualification isn't noted on a DBS certificate in the same way as barring information, and not every offence that leads to childcare disqualification will necessarily lead to barring.</p> <p>So you won't know if someone is disqualified unless you do a separate check.</p>	<p>Cross-reference the results of a DBS check with the list of relevant offences (see the appendices document <a href="#">here</a>), even for internal candidates.</p> <p>If an applicant is subscribed to the DBS Update Service, you can use that (with their permission – see the DBS section above) – cross-reference their original certificate against the relevant offences and use the status check to check for any since then.</p>

TYPE OF CHECK	WHAT IS IT?	WHY DO WE NEED IT?	HOW DO WE DO IT?
<a href="#">Section 128</a>	<p>This check identifies people who are subject to a section 128 direction.</p> <p>People with a section 128 direction can't:</p> <ul style="list-style-type: none"> <li>• Hold a management position in an academy, free school or independent school (as an employee)</li> <li>• Be an academy or free school trustee or member</li> <li>• Be a governor on any academy or free school board that has delegated responsibilities</li> <li>• Be a governor or member of a proprietor body of an independent school</li> <li>• Sit on the governing board of a maintained school</li> </ul>	<p>Academy trusts must conduct them on:</p> <ul style="list-style-type: none"> <li>• Academy trust members and trustees</li> <li>• Governors who sit on committees or local governing bodies with delegated responsibilities</li> <li>• Academy staff engaged in management positions</li> </ul> <p>Management positions are likely to be:</p> <ul style="list-style-type: none"> <li>• <a href="#">Headteachers</a></li> <li>• Principals</li> <li>• Deputy/assistant <a href="#">headteachers</a></li> <li>• Governors</li> <li>• Trustees</li> </ul> <p>Guidance recommends that maintained schools conduct this check too. (See paragraphs 237, 238, 297 and 298 of <a href="#">Keeping Children Safe in Education</a>.)</p>	<p>For new appointments that require a barred list check:</p> <ul style="list-style-type: none"> <li>• Specify 'children's workforce independent schools' in the parameters when you apply for the enhanced DBS check</li> <li>• A section 128 direction will be listed on the certificate if it applies</li> </ul> <p>For new appointments that don't require a barred list check:</p> <ul style="list-style-type: none"> <li>• Log on to the <a href="#">DfE's Sign-in portal</a></li> <li>• Use a teacher reference number and date of birth to search for individual records</li> <li>• Use the lists of all people subject to a section 128 direction if the person you're checking doesn't have a teacher reference number</li> </ul> <p>For existing staff, governors, trustees and members:</p> <ul style="list-style-type: none"> <li>• Use the <a href="#">DfE's Sign-in portal</a> and follow the instructions above</li> <li>• Use the DBS Update Service if the person you're checking is subscribed, you have their consent, and they already have a DBS with barred list.</li> </ul>



## Appointment checklist

Name:	Position Title:	
School: <b>St. Leonard's CE(A) First School</b>	Position Number:	
Start Date:	Permanent / Temporary / casual	
Document	Date completed/ received	Signed
Appointment Form		
Enhanced DBS Number (including barred list information for regulated activity)		
Check for prohibition order		
Identity Documents seen (list documents)		
Application Form		
Workforce Monitoring Form		
Qualifications checked and copied		
Due diligence online search checks carried out		
Eligibility to work checked and copied (list documents) ETW100		
References checked x 2		
Medical Clearance form (PEAQ/AFFW)		
Safeguarding Level 1		
Childcare disqualification declaration		
Part 1 Safeguarding		
E safety Policy (Staff and Governors)		
Personal Information Form		

Update Single Central Record		
Read and understood Whistleblowing policy		
Read and understood staff behaviour policy		
Health and Safety induction		
Safeguarding induction		

**Staff who have lived and worked outside of the UK**

Criminal record checks overseas		
Letter of professional standing from the professional regulating authority		

<b>Person's Name</b>	
<b>Position Applied For</b>	Teaching Assistant
<b>Position Reference No.</b>	

<b>Your Name &amp; Contact Number</b>	
<b>Your Position Title (if applicable)</b>	
<b>Name of Your Organisation (if applicable)</b>	
<b>How Long Have you Known this Person?</b>	
<b>Relationship to this Person?</b>	

1. If this person is/was employed by you, please give the following details:  
N.B. if not applicable please go to section 2.

<b>Job Title</b>	
<b>Date of Commencement</b>	
<b>Date of Leaving</b>	
<b>Reasons for Leaving</b>	

1b. Would you re-employ this person? YES/NO

If no, why not?

2. Please tick the box which most accurately reflects each statement about this person:  
(N.B. if you are unable to rate a person against one of these statements please tick Not Known)

	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Not Known</b>
Timekeeping					
Reliability					
Ability to Work on Own Initiative					
Communication Skills					
Ability to Meet Deadlines					
Accuracy					
Attitude to Clients and Customers					
Coaching skills					
Organisation Skills					

	Excellent	Good	Satisfactory	Unsatisfactory	Not Known
Management of Cost					
Ability to take Responsibility					
Flexibility in Approach to Work					
Response to Change					
Ability to manage staff					
Motivation and commitment to their work					
Good working relationship with staff at all levels					
Honesty and trustworthiness					

Please provide an additional supporting statement about this person's capabilities and suitability for the position, including evidence relating to your assessment above and their relevance to the Job Description/Person Specification provided:

3. Would you be willing to discuss this person's skills and capability further if this is considered necessary? YES/ NO  
If so, please give a telephone number you may be contacted on .

**Employment (if applicable)**

1. Has this person ever been disciplined whilst in your employment? YES/NO  
If yes, please attach a sheet with factual details including all disciplinary sanctions which are current and any disciplinary procedures this person has been subject to which were related to the safety and welfare of young people where the sanction has expired.
2. Has this person ever been under investigation? YES/NO If yes, please attach a sheet with factual details
3. Does your organisation have a policy on cleansing disciplinary records from personal files? YES/NO  
If yes, after what period of time?
- (Delete/Retain) Teacher Only**
4. Has this person been subject to formal capability procedures within the previous 2 years? YES/NO



If yes, please provide written details of the concerns, the duration of the capability process and an explanation of the outcome.

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**(Delete/Retain) Children's Workforce Only Suitability to Work with Children and Young People**

1. Please provide details of any substantiated allegations or concerns that have been raised about this person that relate to the health and welfare of children or young people or behaviour towards children or young people. The outcome of those concerns e.g. whether the allegations or concerns was investigated, the conclusion reached and how the matter was resolved.

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2. Are you satisfied that this person is suitable to work with children/young people? YES/NO

If not, why not?
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You are reminded that you have a responsibility to ensure that this reference is accurate and does not contain any material misstatement or omission.

Will this person be informed of the content of the reference from you? YES/NO

Please note that relevant factual content of the reference may be discussed with this person.

**Signed:**                      **Date:**

[Delete/ Retain](#)

Please return by email to [Enter appropriate mailbox](#)

[Delete/ Retain](#)

If you are returning this form by post, please return to:

[Enter appropriate address](#)

<b>(SCHOOL USE ONLY) I am certifying that I have approved this reference</b>	<b>Manager (BLOCK CAPITALS)</b> <b>Date</b>
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8.

9. Under the Data Protection Act (UK) the person named above would normally have access to the information provided here, if requesting it from the receiving organisation. The organisation providing the reference is exempt under the Data Protection Act - but the organisation receiving the reference is not. If

there are strong reasons for protecting confidentiality (risk to referee, etc) please state them here so that they can be taken into consideration.

10. For your information the law relating to data protection and references is explained at [www.ico.gov.uk](http://www.ico.gov.uk).

11. Please be aware also that references are subject to legislation relating to equality and discrimination.

## Pre-Employment Health Assessment Questionnaire (PEAQ)

Please complete this form and place in the attached confidential envelope. Please seal the envelope and put your name on it. This form will not be reviewed prior to your interview; it will only be read if you are the preferred candidate for the post.

The information you provide on this form will assist us in assessing your fitness for work. If you tick Statement A below, you will be issued with a full Assessment of Fitness for Work Form, which will be reviewed by our Occupational Health Professionals, or, if your school has opted out of the OH SLA, you will be referred to an Alternative Service Provider for a full Fitness For Work assessment.

**All Applicants must fully complete Sections 1, 2 & 3**

### Section 1: Personal Information

Post Applied For:					
Service Area:	<b>Education</b>				
Unit/ School Name:	<b>St. Leonard's CE(VA) First School, Ipstones, ST10 2LY (DfE: 3490)</b>				
Surname:		Title:		Forename:	
Address:					
				Postcode:	

### Section 2: Fitness Information

Please read the questions below and indicate, by ticking Statement A or B whether some or none of these questions apply to you:

1. Do you need any special aids/adaptations to assist you at work, whether or not you have a disability e.g. specialist seating, voice activated software, loop systems etc?
2. Do you have a medical condition or disability, which may affect your ability to carry out your proposed work?
3. In relation to your health, are you waiting for treatment or investigations (excluding routine tests to monitor an existing well controlled condition) of any kind at present?
4. Have you ever left a previous employment through ill health or a work related injury or condition?
5. Over the past two years, have you been absent from work/study due to illness for a total of more than 10 days during any calendar year?

A.	I Would Answer Yes To One Or More Of The Above:	<input type="checkbox"/>
B.	None Of The Above Applies To Me:	<input type="checkbox"/>

**Section 3: Declaration**

I confirm that the declaration provided above is correct to the best of my knowledge, and I understand that making a false declaration could affect my employment with the organisation.

Name..... (Block Capitals Please)

Signature .....Date.....

**Section 4: Appointing Manager Action (Office Use Only)**

Name of Appointing Manager

**MRS KELLY STANESBY**

Post Title **HEADTEACHER**

Telephone Number – **01538 266292**

Please tick below:

I confirm that this appointment may proceed based on the information provided by the candidate	
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Signed .....

If you have approved the appointment of the above candidate based on the information provided above, please e-mail an Appointment Form to the Shared Service Centre for processing and attach a copy of this PEAQ form.

If you have referred the candidate for a full Fitness For Work assessment, please e-mail an Appointment Form to the Shared Service Centre for processing and so that other pre employment checks (if applicable) can commence whilst the full Fitness For Work assessment is in progress. For schools this is not applicable.

Once you have received a fitness certificate from OHU (or your Alternative Service Provider (ASP) – only for schools that have opted out of the OHU SLA), please e-mail a copy of the AFFW/ASP fitness certificate to the relevant SSC mailbox. Schools should e-mail an Appointment Form together with a copy of the AFFW/ASP certificate.



<p><b>St Leonards CE First School - Longlisting/ Shortlisting Requirements</b></p> <p>Job title -</p>
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Essential criteria	Candidate 1	Candidate 2	Candidate 3	Candidate 4
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Total:				

- 0 = No evidence
- 1 = Minimal evidence
- 2 = Some evidence
- 3 = Fair amount of evidence
- 4 = Strong evidence
- 5 = Very strong evidence



### APPLICANT ASSESSMENT FORM

Name of applicant:		
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Post:		
Strengths:		
Areas for improvement:		
Training Needs:		
Any Other Comments		
Notification	Select/Reject (please circle)  Person who notified candidate: Date/time notified: Signature: For successful candidates, please complete Appointment Form and submit with Interview Record to HR Office	
Interviewer with 'Safer Recruitment Training/ Accreditation	Name: Signature:	
Interview Panel	Name: Signature: Name: Signature: Name: Signature:	