



This policy is reviewed annually.

Reviewed September 2020 RG

July 2020 FL

September 2019 Fiona Long to include latest legislation, recommendations and guidance

October 2018 Fiona Long & Melanie Moreton updated to include internal promotion prohibition checks

September 2017 Fiona Long

September 2016 Sophie Green

This policy should be read in conjunction with the school's following policies/documents:

7a Safeguarding Policy

7c Staff Induction Policy

7e Staff Code of Conduct

7f(i) Appraisal Policy

7f(ii) Capability Policy

Staff Handbook

Summary

This Recruitment and Selection Policy has been produced to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2020 (KCSIE), Disqualification Under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS). This policy aims to ensure that both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection of staff and is an essential part of creating safe environments for children and young people.

Recruitment and selection policy statement

Herries School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed staff with appropriate knowledge, skills, experience and ability is critical to the School's performance and fundamental to the delivery of a high quality service.

Purpose

To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and successful manner.



To achieve this purpose, those involved in each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

This policy applies to all the School employees and governors responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher who is fully trained in Safer Recruitment by the RBWM.

Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes priority 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 legislation is adhered to and that appointees are not discriminated against on the grounds stated below.

Principles

The following principles are encompassed in this policy:

- Employees will be recruited according to the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel consisting of at least two people. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
- Selection will be based on a minimum of completed application form, short listing, interview and at least two satisfactory and verified references.
- All posts will normally be advertised and the advertisement will refer to our policy and commitment to Safeguarding.
- We will make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Equal Opportunities

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment are fair. Recruitment and selection procedures are reviewed annually to ensure that applicants are not discriminated against on the grounds of race, colour, ethnic or national origin, nationality, gender, religion or religious belief, age, disability, marital status, sex or sexual orientation or marital or civil partner status. The School acknowledges that unfair discrimination can arise and therefore will ensure that the equal opportunities form the foundation for all its activities.

Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training prior to the start of the recruitment process.

Application Form



A standard Herries School application form will be used to obtain a common set of core data from all applicants. A curriculum vitae will not be accepted in place of the completed application form.

Job Description and Person Specification

An accurate job description with reference to safeguarding and the promotion of wellbeing is required for all posts. A person specification, which is a profile of the necessary requirements for the post including safeguarding, will be issued where appropriate.

References

References will be taken up on short-listed candidates prior to interview whenever practically possible. No questions will be asked about health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. References will be from a senior person with authority.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised and do not support terrorism or any form of 'extremism'. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious;
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious;
- whether the applicant could be considered to be involved in 'extremism'.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.



The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

The School will make telephone contact with at least one of the referees to verify the details of the written reference provided and verify that electronic references come from the legitimate source.

Interviews

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face to face interview even if there is only one candidate.

Interview Panel

A minimum of two interviewers will form the interviewing panel. The members of the panel will:

- Have the necessary authority to make decisions about appointments
- Be appropriately trained (at least one member of the interview panel will have undertaken Safer Recruitment Training)
- Meet before the interview to:
 - reach a consensus about the required standard for the job to which they are appointing
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those
 - agree their assessment criteria in accordance with the person specification

Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people
- his/her ability to support the School's agenda for safeguarding and promoting the welfare of children
- gaps in the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee, and
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check
- lesson observation and assessment where a teaching post has been applied for



If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.) When information concerning past disciplinary action or allegations is disclosed, it should be considered as part of the suitability assessment.

Lesson Observation

Where the appointment is a teaching post or classroom assistant post, some classroom observation will usually form part of the appointment process. The observations will be conducted by one of the interview panel as far as is possible.

Conditional Offer of Appointment: Pre Appointment Checks

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of The Education (Independent School Standards) Regulations 2014 the School carries out a number of pre-employment checks in respect of all prospective employees. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified). Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. ;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for teaching positions, confirmation from the Teachers' Services System (formerly known as employer access online) that the applicant is not subject to a prohibition order;
- where the position amounts to 'regulated activity', the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to 'regulated activity', confirmation that the applicant is not named on the Children's Barred List*;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- confirmation that the applicant is not subject to a direction under section 128 of the



Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school;

- confirmation that the applicant is not disqualified from working in connection with early or later years provision;
- verification of the applicant's medical fitness for the role. The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the Headteacher, so that appropriate arrangements can be made. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).
- Individuals applying to be on the Board of Governors, will also require confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school. Governors do not need to supply details of qualifications, references, employment history or medical fitness.

*The School is not permitted to check the Children's Barred List unless an individual will be engaging in 'regulated activity'. The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to 'regulated activity' must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.

Criminal Record Check



The DBS and the Home Office have developed a set of filtering rules relating to spent convictions.

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the School will amount to 'regulated activity' if it is carried out:

- frequently, meaning once a week or more; or
- satisfies the 'period condition', meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis. It is for the School to decide whether a role amounts to 'regulated activity' taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

The DBS issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. Applicants must bring the original certificate into the School within two weeks of it being received and a convenient time and date for doing so should be arranged with the Headteacher, as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate, are required to send in a certified copy by post or

email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the Headteacher. Where a certified copy is sent, the original disclosure certificate must still be provided by the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School. If there is a delay in receiving a DBS disclosure the Headteacher has discretion to allow an individual to begin work pending receipt of the disclosure certificate and once a satisfactory risk assessment has been completed. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s). The applicant will not be permitted to commence work



until the overseas information has been received and is considered satisfactory by the School.

Risk assessment

Risk assessments should be completed for any volunteer without at DBS.

Childcare disqualification requirements

The criteria for which a person will be disqualified from working in connection with EYP or LYP are set out in the Regulations. They are not only that a person is barred from working with children (by inclusion on the Children's Barred List) but also include:

- having been cautioned (after 6 April 2007) for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas;
 - various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;
 - having been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), having been disqualified from any such registration or having had that registration cancelled;
 - having been refused an application for registration of a children's home or having had any such registration cancelled;
 - having been prohibited, restricted or disqualified from private fostering; or
- Applicants who have any criminal records information to disclose about themselves must also provide the following information:
- details of the order, restriction, conviction or caution and the date that this was made;
 - the relevant court or body and the sentence, if any, which was imposed; and
 - a copy of the relevant order or conviction.

Applicants are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

For the avoidance of doubt the School does not require applicants to request any criminal records information directly from the DBS. The School only requires applicants to provide relevant information about themselves 'to the best of their knowledge'.



A person who discloses information which appears to disqualify them from working in a relevant role may apply to Ofsted for a waiver of the disqualification. The School may withdraw an offer of employment at its absolute discretion and is under no obligation to await the outcome of an Ofsted waiver application. If a waiver application is rejected the School will withdraw the conditional offer of employment.

The School will securely destroy any information which is provided by an applicant which is not relevant to the childcare disqualification requirements as soon as it is established that it is not relevant.

After making this declaration staff in a relevant role are under an on-going duty to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct. **Staff employed at the school are required to sign the self-declaration form on an annual basis during their safeguarding training.**

We ensure that staff and volunteers who work in or manage EYFS childcare and Extended day care for under 8s are not personally disqualified.

External contractors and agency staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency in accordance **and will require the provision of the original DBS disclosure certificate before contractor or agency staff can commence work at the School.**

Post Appointment Induction

There is an induction programme for all staff, governors and other volunteers newly appointed to the School, regardless of previous experience. All new staff will be trained in the School's safeguarding procedures and policy before starting work at the school.

Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School.



The School will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates. In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Visiting speakers and the Prevent Duty

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors' protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Safeguarding Policy, the Prevent Duty Guidance and the definition of 'extremism' set out in KCSIE.

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Policy on recruitment of ex-offenders



The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. Each case will be decided on its merits in accordance with 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; or
- 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 offences such as grievous bodily harm, acts of violence, drug related offences, 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 or driving offences. 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 to consider whether a position is to be offered.

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 storage units, 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.
- ensure any disclosure information is destroyed by secure means e.g. shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

Retention of records

The School is legally required to undertake the above pre-appointment checks. If an applicant is successful in their application, School will retain on personnel file any relevant information from the application process e.g. copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months. The same policy applies to any suitability information obtained about volunteers involved with School activities.

Referrals to the DBS and TRA

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:-



- has applied for a position at the School despite being barred
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child. If the individual referred to the DBS is a teacher, the School may refer to the TRA.

Queries

If an applicant has any queries on how to complete the application form or any other matter he / she should contact the Headteacher.

DBS CHECK RISK ASSESSMENT

This form is used to assist in assessing and recording the risks of allowing a member of staff to start work or volunteering before a DBS check is received or where a DBS certificate shows relevant convictions or other relevant information. The risk assessment must be undertaken in accordance with Disclosure and Barring Service checks.

The completion of this risk assessment form is the responsibility of Headteacher and Bursar as appropriate. It must be authorised by Headteacher **before** the person can start or continue working with children. This completed risk assessment form must be placed on the individual's personnel file and made available for Safeguarding and ISI inspections.

In **very exceptional circumstances** staff (but not volunteers) who work with children, may work without a clear Atlantic Data enhanced DBS certificate if they are closely supervised (within sight and sound of someone with a clear CRB check). However, this will normally **only be permissible when not to allow them to work would disrupt the care of children; e.g where there is a regulatory requirement to have a ratio of staff to number of children. People may only work in these circumstances when the following applies:**

- The appointment is necessary to allow provision to continue.
- The person has an enhanced DBS certificate issued within the county supplied where possible as evidence.
- An enhanced DBS check has been applied for.
- The person has no unsupervised contact with children or vulnerable adults.
- They have no access to sensitive records, particularly information about individual children.
- Any access to other data is permitted only after authorisation by the Headteacher.
- This risk assessment and risk management plan has been completed and signed off by the Headteacher and Bursar.



Due to the high risks involved, appointees are not permitted to work in one to one situations or on residential trips or similar environments until the fresh DBS certificate has been received.

Candidates are able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.



DBS Check Risk Assessment Form

FOR THE HEADTEACHER TO COMPLETE

Name of Candidate:	Date of Birth
Job Title:	Class Base:
Proposed Start Date:	Signature of person conducting this assessment:

A. BACKGROUND INFORMATION CHECK

Information required.	Notes/Confirmation.
Has the Recruitment Checklist been completed, including all of the following? <ul style="list-style-type: none"> ● Application Form - check gaps, discrepancies or anomalies 	
<ul style="list-style-type: none"> ● Appropriate and satisfactory references 	
<ul style="list-style-type: none"> ● Give details where you have obtained clarification or missing information on the applicant or verification of the referees position in the organisation. 	
<ul style="list-style-type: none"> ● Qualifications – Have you checked and verified that the candidates qualifications fulfil the requirements in the selection criteria? 	
<ul style="list-style-type: none"> ● Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied. ● <u>Confirm</u> that you have actively asked the person if they have 	



any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications.	
<ul style="list-style-type: none"> • Have you seen and verified asylum and immigration checks? 	
<ul style="list-style-type: none"> • Have satisfactory health checks been received. 	
<p>List 99 check or Section 142 of the Education Act 2002.</p> <p>For anyone working in school a List 99 check must be carried out before they start work with a recorded date</p>	

Criminal Records Bureau Disclosure Checks	Comments
1. Does the candidate already hold a DBS certificate? If not, please go to Q6.	
2. Was the DBS certificate obtained by RBWM? If not, who is the Registered Body?	
3. Was the DBS certificate issued within the last 12 months?	
4. Is the DBS certificate "Enhanced level"?	
5a. The DBS certificate must indicate "None Recorded" against the Children's Barred list information.	



<p>6. Has the candidate completed a new DBS certificate Application?</p> <p>Confirm date that the application form has been forwarded to the DBS or Recruitment team in the Shared Service Centre for processing. <u>Failure to provide a date may mean delays in the person commencing work.</u></p>	<p>Date completed DBS application returned to Atlantic data:</p>
<p>7. Has the candidate been a resident outside of the United Kingdom?</p> <ul style="list-style-type: none"> ● If yes, is the candidate able to produce the Police Check or DBS equivalent from other countries lived in? ● If no, is a Police Check or DBS equivalent from that country being sought? 	

Any further information

Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place?

Level of Risk:

Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.

High Risk	
Medium Risk	
Low Risk	

Can protective measures be put in place to render the risk low? Yes / No

Outline of the protective measures **Risk Management Plan** e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.



Authorised by Headteacher

Is this person suitable to start work before the DBS is returned or to continue working under the conditions proposed above? Yes/No

Comments: (Reasons for decision)

Is this person given permission to access data and reports?

Yes

No

Comments: (Reasons for decision)

Risk Assessment Authorised

Signed

Date

Print Name

Retain in personnel file in the locked secure cabinet.