

Author: VWV & SN
Editors: NS, RP, AR, JAR-C
Created: 11/15
Version: 3/9/24
Review: 19/1/25



Chetham's

Safer Recruitment Policy & Procedures

Contents

INTRODUCTION	2
DATA PROTECTION	3
RECRUITMENT AND SELECTION PROCEDURE	4
PRE-EMPLOYMENT CHECKS	6
CONTRACTORS AND AGENCY STAFF	15
VOLUNTEERS	15
VISITING SPEAKERS AND THE PREVENT DUTY	16
POLICY ON RECRUITMENT OF EX-OFFENDERS	16
RETENTION AND SECURITY OF DISCLOSURE INFORMATION	18
WHISTLEBLOWING AND EXIT INTERVIEWS	18
REFERRALS TO THE DBS AND TEACHING REGULATION AGENCY	18
QUERIES	19
APPENDIX 1 LIST OF VALID IDENTITY DOCUMENTS	20
APPENDIX 2 CHILDCARE DISQUALIFICATION	22
APPENDIX 3 CHECKS MADE FOR ANY BREAK IN SERVICE	25

Introduction

Chetham's School of Music as part of the wider Chetham's Foundation (School, The Stoller Hall and Chetham's Library) is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. All in the Foundation share responsibility to safeguard children. We are also committed to providing a supportive and flexible working environment to all its members of staff. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

For the purposes of the policy below, reference to 'School' includes Chetham's School of Music, The Stoller Hall and Chetham's Library.

The aims of the School's recruitment policy are as follows:

- To ensure the School meets its commitment to safeguarding and promoting the welfare of children and young people
- to ensure compliance with all relevant legislation, recommendations and guidance including: the Education (Independent School Standards) Regulations 2014 (ISSRs) [The Independent School Standards - Guidance for independent schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/362222/the-independent-school-standards-guidance-for-independent-schools.pdf); the statutory guidance published by the Department for Education (DfE); Keeping Children Safe in Education 2024 (KCSIE) [Keeping_children_safe_in_education_2024.pdf](#); Disqualification under the Childcare Act 2006 (DUCA) [Disqualification under the Childcare Act 2006 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362222/disqualification-under-the-childcare-act-2006.pdf); the Prevent Duty Guidance for England and Wales 2023 (the Prevent Duty Guidance) [Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362222/prevent-duty-guidance-for-england-and-wales-2023.pdf); and any guidance or code of practice published by the Disclosure and Barring Service (DBS); National Minimum Standards for Boarding (NMS) Sept 2022 [National Minimum Standards for boarding schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/362222/national-minimum-standards-for-boarding-schools.pdf) to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The Policy also reflects the training in Safer Recruitment, provided by the NSPCC, that has been successfully completed by the following:

- Joint Principals
- Designated Safeguarding Lead
- Assistant Principals
- Director of Finance
- HR Manager
- And other hiring Managers

This policy covers any person who will be working at the School, volunteers, trainees, Trustees and Governors whether under a contract of employment, under a contract for services or otherwise (where a formal contract is not in place). There are no exceptions.

1.1 Governance Oversight

The Governing Body have appointed a Governor responsible for Safeguarding. There is a Safeguarding subcommittee of the Governing Body and an Independent Safeguarding Commission.

The School maintains a Single Central Record (SCR) in accordance with the ISSRs and NMS to enable a note of all checks to be kept in one place. The School keeps a record of all staff, volunteers and those given clearance. The following information is recorded, showing the date when information is received by the School and the initials of the person checking the information.

The Director of Finance (as Line Manager for the HR Manager) reports regularly to the Safeguarding Committee and to the Governing Body on the following matters, amongst others:

- That all pre-employment checks have been fully carried out prior to appointment for all types of appointee
- That the SCR has been completed accurately.

The Chair of the Safeguarding Committee makes checks of personnel files on a regular but random basis to ensure that all checks are being carried out effectively and on a timely basis.

The School's Compliance Officer and HR Manager check the SCR on a weekly basis.

The Governing Body review this policy annually.

Data Protection

The School is legally required to carry out the pre-appointment checks detailed the procedure (Appendix 4). Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring

Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Staff Privacy Notice.

Recruitment and Selection Procedure

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history, including any voluntary work undertaken, and their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the fully completed application form.

Application forms, job descriptions and person specifications for current vacancies are available to download from the School's website, as well as this policy and the *School's Safeguarding and Child Protection Policy and Procedures*. Printed versions will be provided to applicants on request.

The School will then conduct a shortlisting exercise by reviewing all application forms received in order to determine which applicants will be invited for interview. The shortlisting exercise will usually be conducted by a minimum of two members of staff, one of whom must be safer recruitment trained. One of those members of staff should ideally also be involved in the interview process. At least one member of the interview panel must also be safer recruitment trained. Rarely, for example, when recruiting for shortage vacancies, suitable candidates may be invited for interview before the closing date for applications.

Shortlisted applicants will be invited to attend a **formal interview**, at which their skills and experience will be discussed in more detail. All shortlisted applicants will be tested at interview about their suitability to work with children (if the role is with children). All roles will include a safeguarding question. An online search will also be carried out on shortlisted candidates to identify any relevant incidents or issues in the public domain which might be explored at interview.

Shortlisted applicants are required to complete a self-declaration form prior to interview in which they are asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- verification of the applicant's identity (where that has not previously been verified)
- verification of qualifications, whether professional or otherwise, which are relevant to the advertised post
- verification of the applicant's employment history
- the receipt of at least two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory
- information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching

Regulation Agency which renders them unable or unsuitable to work at the School

- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School
- where the position amounts to "regulated activity (see section 4.3.2 below) the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory
- where the position amounts to "regulated activity" (see section 4.3.2 below), confirmation that the applicant is not named on the Children's Barred List¹
- information about whether the applicant has ever been subject to a direction under Section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under Section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School
- confirmation that the applicant is not disqualified from acting as a trustee or governor or senior manager of a charity under the Charities Act 2011 (if applicable, see section 4.6 below)
- confirmation that the applicant is not disqualified from working in connection with early or later years provision (if applicable, see section 4.7 below)
- verification of the applicant's medical fitness for the role (see section 4.8 below)
- verification of the applicant's right to work in the UK; and
- any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references. Where available, such evidence can be considered together with information obtained through other pre-employment checks to help assess their suitability.
- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.

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.

¹The 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.

Pre-employment Checks

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the ISSRs and the *Boarding Schools: National Minimum Standards* the School carries out a number of pre-employment checks in respect of all prospective staff.

In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

In fulfilling its 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.

1.2 **Verification of identity, address, right to work in the UK and qualifications**

All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications.

The School asks for this information at interview to ensure that the person attending interview is who they claim to be, that they are permitted to work for the School if appointed and that they hold appropriate qualifications.

Identity and address: all applicants will be asked to bring with them to interview, original documents which evidence their identity and address as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1*; and
- two further documents from either of Group 1*, Group 2a or Group 2b, one of which must verify the applicant's current address

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. They will also be required to provide their birth certificate.

The School asks for the date of birth of all applicants in order to verify the identity and check for any unexplained discrepancies in the employment and education history. The School does not discriminate on the grounds of age.

Right to work in the UK: all applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist'.

The School will check this evidence in accordance with the Home Office 'Code of Practice on preventing illegal working: Civil penalty scheme for employers: 6 April 2022 v6.'

Qualifications: all applicants must also bring to interview original documents which evidence educational and professional qualifications relevant to the advertised and applied for post.

1.3 References

The School will seek to take up references on short listed applicants prior to interview wherever possible. References may however be taken up after interview by exception / agreement.

Please note that 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.

Chetham's employees may not act as referees for external applicants.

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. 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, 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 unsubstantiated, unfounded, false 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 unsubstantiated, unfounded, false or malicious
- whether the applicant could be considered to be involved in "extremism" (see the definition of "extremism" at section 7 below).

The School will only accept references obtained directly from the referee by the School and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. References will only be sought from and accepted from business email addresses, except in instances where a Character Reference has been obtained.

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.

Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and / or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received, i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references will be sought before an appointment can be confirmed.

All references received from a school must be confirmed by the Head of that school.

The School will make contact to verify the details of the written reference provided. Where any additional information is provided, detailed notes will be taken, dated and signed. These notes should also make clear who was spoken to.

All internal candidates who apply for a new role in a new department at the School will have their application assessed in accordance with this procedure. References will be taken up on all internal candidates as part of the application process but can be provided by colleagues as the School will be the most recent employer.

The School treats all references given or received as confidential which means that the applicant will not usually be provided with a copy

1.4 Criminal Records Checks

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

1.4.1 DBS Filtering Rules

With effect from 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the School during the recruitment process it must be disregarded when making a recruitment decision.

A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable.

"Specified offences" are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at: [Specified offences](#).

Standard and Enhanced DBS Checks must always include the following records, no matter when they were received:

- All convictions for specified offences*
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included, depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and half years

Full details can be found at:

[Filtering rules from 28.10.23](#)

[Filtering rules 28.11.20 to 27.10.23](#)

A caution issued for an offence committed when a person was under the age of 18 will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).

1.4.2 **Regulated Activity**

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 (as amended). 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:

- (a) frequently, meaning once a week or more; or
- (b) overnight, meaning between 2.00 am and 6.00 am; or
- (c) satisfies the "period condition", meaning four times or more in a 30-day period; and
- (d) 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 fully supervised.

1.4.3 **The DBS Disclosure Certificate**

The DBS issues the DBS disclosure certificate to the subject of the check, rather than to the School. It is a condition of employment with the School that an Enhanced DBS Check be received for all candidates. Although the results received by the School's online DBS intermediary outlines that the certificate contains disclosures, the **original** disclosure certificate must be provided to the School as soon as possible following receipt by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the School should be arranged with the HR Manager as soon as it has been received.

Employment will remain conditional upon the DBS Check undertaken being considered satisfactory by the School.

1.4.4 **Starting Work Pending Receipt Of The DBS Disclosure**

If there is a delay in receiving a DBS disclosure the Joint Principal (NS) has discretion (**in very exceptional circumstances**), to allow an individual to begin work pending receipt of the disclosure certificate. 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. A risk assessment will be completed before appointment and reviewed on a regular basis.

The following procedure will be used:

- A Children's Barred List check is completed by the Director of Finance;
- A Risk Assessment is completed, supervision identified, and the RA approved by the Joint Principal (NS);
- Safeguards are reviewed at least every 2 weeks;
- The individual, Head of Department and appropriate staff are informed of these safeguards;
- A note is made on the SCR;
- Paperwork is kept on the new employee's personnel file; and
- The appointment will only be confirmed once the DBS Certificate has been satisfactorily received.

1.4.5 **Applicants With Periods Of Overseas Residence**

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances.

For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the School. In such cases the applicant will be required to provide additional

information about their suitability from the country (or countries) in which they have lived. The School's policy is to request such information from each country outside of the UK in which the applicant has lived for a period of three months or more in the previous five years.

When requesting such information the School has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.

The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

In addition, where an applicant has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work at the School. The School will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working at the School. However, the School will take all relevant information into account in determining whether an applicant is suitable to work at the School.

The School may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the School, continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory.

The School will take proportionate risk-based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file. If the formal check is delayed and the School is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date will be delayed until the formal check is received.

1.5 Prohibition From Teaching Check

The School is required to check whether staff who carry out "teaching work" are prohibited from doing so. The School uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition the School asks all applicants to declare in the application form whether they have ever been referred to, or are the subject of a sanction,

restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, The School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for students;
- delivering lessons to students;
- assessing the development, progress and attainment of students; and
- reporting on the development, progress and attainment of students.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

1.6 Prohibition From Management Check

The School is required to check whether any applicant for a management position is 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 (a **section 128 direction**).

The School will carry out checks for section 128 directions when appointing applicants into management positions from both outside the School and by internal promotion.

This check applies to appointments to the following positions made on or after 12 August 2015 (though is not exhaustive):

- Joint Principals
- posts on the Extended Senior Leadership Team (Teaching and non- teaching)
- posts which carry a departmental head role
- The School will assess on a case-by-case basis whether the check should be carried out when appointments are made to teaching and support staff roles which carry additional responsibilities.

All individuals who are appointed to the Governing Body will be subject to a section 128 direction check.

The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency

Teacher Services system. The School will use either, or both, methods to obtain this information.

In addition the School asks all applicants to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether or not that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

1.7 Disqualification From Acting As A Charity Trustee Or Senior Manager

1.7.1 Background

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

1.7.2 Who Is Covered

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the School.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the School the disqualification rules will be applicable to all governors, the Joint Principals, and the.

There is no single list or register that covers all of the disqualification criteria and the School therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

1.7.3 Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that

results or may result in them becoming disqualified from acting as a governor or senior manager.

1.7.4 **Checks by the School**

To ensure that it has accurate and up to date information the School will also check the following registers in respect of each governor and senior manager who is already in post or is appointed in future:

- (a) the Bankruptcy and Insolvency Register;
- (b) the register of disqualified directors maintained by Companies House; and
- (c) the register of persons who have been removed as a charity trustee.

1.7.5 **Waiver**

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

1.8 **Childcare Disqualification – At Present This Section Is Not Relevant For Chetham’s As No Children Aged Under 8 Are Admitted – See Appendix 2 For Reference Purposes**

1.9 **Medical Fitness**

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.

It is the School's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. If the completed Health Questionnaire contains potentially relevant information, the School will organise a review by the School's Occupational Health advisor. The Health Questionnaire information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the School's Occupational Health advisor has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist, with the consent of the applicant or request that the applicant undertakes a full medical assessment.

Non-employed personnel gaining Chetham's Clearance and volunteers 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 HR Manager, so 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.

Contractors And Agency Staff

The School will complete checks for contractors and their employees undertaking regulated activity at the School. A review will be undertaken by the Director of Finance, as with the School's own employees, before clearance will be granted for any individual to have unaccompanied access to the School. Any contractor attending site that hasn't undertaken the clearance process must be treated as a visitor and be accompanied by a member of staff at all times.

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

The School will independently verify the identity of individuals supplied by contractors or an agency in accordance with section 4.1 above and requires the provision of photo ID before those individuals can commence work at the School. This should be done on day 1 so that identity can be verified. We will also ask that individuals bring with them their the DBS disclosure certificate, in order that this can also be verified by the School.

Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with students at or on behalf of the School (the definition of regulated activity set out in section 4.3.2 above will be applied to all volunteers).

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 students in their care.

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

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, whether invited by staff or by students, 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 *Visitors Policy*. This will include signing in and out at Reception, the wearing of a visitor 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 Visitor Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

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

1.10 Background

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. 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 set out in paragraph 8.2 below.

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 (see section 4.3.1 above).

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:

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

1.11 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 dangerous driving, careless driving, driving under the influence of drink or drugs, speeding offences, document offences, driving using a mobile phone or any driving offences involving serious injury or death, within the last ten years.

1.12 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.

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.

Whistleblowing And Exit Interviews

All staff are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of students, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Safeguarding Policy and the Staff Code of Conduct). All staff receive training so that they understand the School's expectations. Safeguarding children is at the centre of the School's culture and is accordingly considered formally during staff appraisal and finally at an exit interview which may be requested by leaving staff or their managers.

Referrals To The DBS And Teaching Regulation Agency

This policy is primarily concerned with the promotion and practice of safer recruitment. However, the School also has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at the School despite being barred from working with children; and / or
- an individual 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.

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, if a teacher is dismissed because they are found to have committed serious misconduct or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the Teaching Regulation Agency.

The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

Queries

If an applicant has any queries on how to apply for a post at the School, they should contact the HR Manager.

Appendix1 List Of Valid Identity Documents

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current valid driving licence photocard - full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current valid driving licence: photocard - full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- current valid driving licence: paper version if issued before 1998 – full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- immigration document, visa or work permit (issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non-UK country in which the role is based)
- HM Forces ID card (UK)
- firearms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial And Social History Documents

- mortgage statement (UK)**²
- bank / building society statement (UK and Channel Islands)*³
- bank / building society statement (countries outside the UK)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK)*
- financial statement - e.g. pension or endowment (UK)**
- P45 / P60 statement (UK and Channel Islands) **
- council tax statement (UK and Channel Islands)**
- letter of sponsorship from future employment provider (non-UK only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK; not mobile telephone bill)*
- benefit statement - e.g. child benefit, pension (UK)*
- a document from central or local government / government agency / local council giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs (UK and Channel Islands) *
- EEA national ID card (must be valid at time of application)
- Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
- cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands; must be valid at time of applications)
- letter from Head or College Principal (UK; for 16-19 year olds in full-time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application).

² ** less than 12 months old

³ * less than 3 months old

Appendix 2 **Childcare Disqualification**

[at present this section is not relevant for Chetham's as no children aged under 8 are admitted – see Section 4.7]

The Childcare Act 2006 (**Act**) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (**Regulations**) state that it is an offence for the School to employ anyone in connection with our early years provision (**EYP**) or later years provision (**LYP**) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.

Definitions

- (a) EYP includes usual school activities and any other supervised activity for a child up to 1 September after the child's 5th birthday, which takes place on the School premises during or outside of the normal school day;
- (b) LYP includes provision for children not in EYP and under the age of 8 which takes place on school premises outside of the normal school day, including, for example breakfast clubs, after school clubs and holiday clubs. It does not include extended school hours for co-curricular activities such as sports activities.

DUCA states that only those individuals who are employed directly to provide childcare are covered by the Regulations. "Childcare" means any form of care for a child, which includes education and any other supervised activity for a child who is aged 5 or under. "Childcare" in LYP does not include education during school hours but does cover before and after school clubs.

Relevant Roles

Roles which will be covered by the Regulations are teaching and teaching assistant positions in EYP, and those which involve the supervision of under 8s in LYP. Those who are directly involved in the management of EYP and LYP include the Head, and may also include other members of the leadership team as well as those involved in the day-to-day management of EYP or LYP at the School.

DUCA contains an express statement that cleaners, drivers, transport escorts, catering and office staff are not covered by the Regulations.

Some roles at the School may involve the provision of childcare in EYP or LYP on an occasional basis. They will not automatically be within the scope of the Regulations and the School will therefore consider whether they do on a case-by-case basis. The Regulations only apply to a limited number of roles within the School but do extend beyond employees to governors and volunteers who carry out relevant work in EYP or LYP.

Grounds for Disqualification

The grounds on 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:

- (a) 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
- (b) various grounds relating to the care of children, including where an order is made in respect of a child under the person's care
- (c) 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
- (d) having been refused an application for registration of a children's home or having had any such registration cancelled; or
- (e) having been prohibited, restricted or disqualified from private fostering.

Self-declaration Form

All applicants to whom an offer of employment is made to carry out a relevant role in EYP or LYP will be required to complete a self-declaration form confirming whether they meet any of the criteria for disqualification under the Regulations.

The School will decide whether a role is relevant and within the scope of EYP or LYP by having regard to the guidance in DUCA. Employment with the School in any relevant role will be conditional upon completion of the self-declaration form and upon the applicant not being disqualified.

The School cannot permit any person who is currently disqualified to start work in a relevant role. The School also reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the School, any information disclosed in the self-declaration form renders that person unsuitable to work at the School.

Applicants who have any criminal records information to disclose about themselves must also provide the following information:

- (a) details of the order, restriction, conviction or caution and the date it commenced
- (b) the relevant court or body and the sentence, if any, which was imposed and
- (c) 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 (see section 4.3.1 above).

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".

Waiver of a Disqualification

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.

Retention of Disqualification Information

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. Where a person appointed to a role at the School is found to be disqualified the School will retain any relevant information only for the period it takes for a waiver application to be heard and the decision communicated to the School, after which it will be securely destroyed.

Continuing Duty to Disclose Change In Circumstances

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.

Employment Induction

All staff (including temporary staff, volunteers and relevant contractors) who are new to the School will receive induction training that will include the School's Safeguarding Policies, the Whistleblowing Policy and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee and the appropriate Head of Department.

Clearance Gap

All safer recruitment files are reviewed by the Director of Finance before authority for employment (or Chetham's Clearance) to commence is given. There will be at least a 3 working day gap (Monday to Friday working days) between file sign off and start date.

Appendix 3 Checks Made For Any Break In Service

1 Staff returning to Chetham's (within 3 months)

Staff that have previously completed all pre-employment checks as an employee who resign / break continuity of service, but then return to work at Chetham's, in either a contractor role, a volunteer or as an employee, within a 3-month period will require the following checks, prior to their start date (linked to the ISI standard Part 4 Paragraph 18 (sub section 3 & 4)).

The individual's personnel file will also be reviewed prior to their start date to ensure no information currently required under this Policy is missing; in the event of any missing information, this will be requested and must be provided prior to a start date being confirmed, along with the following:

Checklist for Employees Returning within a 3 month Period	Initials of Checker	Date Checked / Actioned/ Signed
Employee Details		
Name		
JOB TITLE		
Department		
Contract Status		
Admin Checks		
Recruitment Advert		✓
Conditional Offer Letter issued		
Clearance Checks		
Signed Conditional Offer Letter		
Signed Job Description		
Application Received		
Email confirming fitness, DBS changes & other employment details		
Written Interview Notes		
Qualifications Obtained (Required for role) including Teacher QTS (if applicable)		
1st Internal Reference (from current Head of Dept.)		
2nd Internal Reference (from current Head of Dept.)		
Prohibition from Teaching Check (Teaching roles & former teacher only)		
Prohibition from Leadership Order (S.128) (if applicable) (Teaching roles & former teacher only)		
Notify JG to add back to DBS Renewals List		
DBS Check undertaken (by Chetham's) within 3yr period		

Children's Barred List undertaken (if DBS Check within 3yrs on file)		
If applicable, copy of 'Limited Leave to Remain' Visa		
POST SIGN-OFF		
Induction (Departmental - if moving to new Department)		
Contract Issued/ Returned		

2 Staff returning to work following a period of absence of more than 3 months, where continuity of service has not been broken

Staff returning to work from Maternity Leave, Parental Leave, Long Term Sickness, or other similar types of leave where continuity of service is maintained do not need to be checked as new employees. However, employees taking Sabbatical or other similar types of leave will be required to renew their DBS check before restarting work.

3 Staff re-employed or returning to school in another work capacity following a period of more than 3 months (broken service)

Will complete all pre-employment checks as per a NEW EMPLOYEE. This will also apply to any CONTRACTOR, SUPPLY person or VOLUNTEER.

4 Zero Hours Contracts

Staff with "Zero hours" contracts who have continuity of service between periods of work which do not exceed 12 months, do not need to be rechecked on each return to work.

Zero hours staff who have not worked for the School for a period of longer than 12 months will be required before resuming their duties to:

- undertake a new enhanced DBS check with a check (if relevant) of the Children's Barred List;
- be checked for a Prohibition Order section 128/142;
- provide additional information about employment undertaken since their last application form was provided to Chetham's;
- confirm they are fit for the role;
- undertake Safeguarding training; and
- undertake a Departmental (refresher) Induction.

5 Contractors / volunteers (cleared) who are subsequently employed as members of staff (within a 3-month period since last offering their services to the School)

If a person joins Chetham's as a Contractor or Volunteer and completes Clearance checks but is then contractually employed by the School (within a 3-month period since last undertaking work) they will be required to:

1. complete an application form for the post;
2. attend an interview;
3. provide original qualification documents (if applicable);
4. complete a pre-employment health assessment (if not already undertaken);
5. sign the job description;
6. sign the offer of employment letter;
7. have a Barred List check;
8. be checked for any Prohibition for Teaching and / or Management Order subject to direction under section 142 of the Education Act 2002 or section 128 of the Educational Skills act 2008. Where a sanction is identified, the School will risk assess the sanction and make an employment decision based on this; and
9. complete the departmental induction.

Appendix 4 Recruitment Checks

1) New Starter: Employed Staff Checklist

Pre-Employment Checklist	Initials of Checker	Date Checked / Actioned / Signed
JOB TITLE		
Start Date		
Contract Status		
Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Address		
Date of Birth		
Nationality/ Visa Restrictions Date (if applicable)		
Admin Checks		
Recruitment Advert		✓
x2 References sent out		✓
Reference 1 sent to Hiring Manager		
Reference 2 sent to Hiring Manager		
Conditional Offer Letter issued		
Clearance Checks		
Application Received		
Full Employment History on file		
Declarations Form Received		
Online Check		
Written Interview Notes		
Safer Recruitment Interview		
Qualifications Obtained (Required for role)		
Teacher QTS (if applicable)		
Certificates (Quals) on file (N/A to position)		
ID Check		
Right to Work in the UK		
Proof of Address Document		
Former Name ID Documentation (if applicable)		
Overseas Police Check (if applicable)		

Overseas Letter of Professional Standing (if applicable)		
Prohibition from Teaching Check (Teaching roles & former teacher only)		
Prohibition from Leadership Order (S.128) (if applicable) (Teaching roles & former teacher only)		
Enhanced DBS & Barred List Check		
Pre-Employment Health Questionnaire		
Health Assessment/ OH Report		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Signed Job Description		
Signed Conditional Offer Letter		
POST SIGN-OFF		
Inductions (Whole School & Departmental)		
Contract Issued/ Returned		
Safeguarding Training		

2) Contractor Checklist

Relevant contractors who visit the School on a regular basis and who may have unsupervised access to children are treated as staff and are subject to the same employment checks as employed staff. They are not allowed to work unsupervised until all Clearance checks have been satisfactorily carried out.

The School will independently verify the identity of individuals supplied by contractors or an agency in accordance with section 4.1 above and requires the provision of photo ID before those individuals can commence work at the School. This should be done on day 1 so that identity can be verified. We will also ask that individuals bring with them their the DBS disclosure certificate, in order that this can also be verified by the School.

Those responsible for appointing contractors must ensure that the work being carried out under the contract for services is not a role that should be an employed role. As a general rule, a contractor carrying out work that is normally carried out by employed staff may work for the School for two days in a three-month period without the need for an employment contract. If it is envisaged that the appointment will extend beyond this limit then an employment contract should be used from the start of the assignment.

Chetham's Contractor Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
---	----------------------------	---

Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Vacancy/ Role		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Non-Employee Code of Conduct		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Right to Work in the UK		
Current Address Verified		
Qualifications (applicable to role)		
Enhanced DBS & Barred List Check		
Overseas Police Check (if applicable)		

Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

3) Supply Teachers and Sodexo Contract Staff: Checklists

Written confirmation is obtained in advance of appointment from the relevant supply agency to confirm that the required checks have been carried out. These checks are noted on the SCR for all supply staff except Sodexo.

Sodexo maintain their own SCR. They give the school written confirmation of their checks. Sodexo's SCR is updated and a copy is sent to the HR Manager, following any changes to Sodexo staff and is held separately from the main school SCR. The School also ensures in advance of appointment that the original DBS certificate is seen by the School and that the person's identity is checked. A photocopy of the identity document(s) is taken and certified by the checker. Both the date at which the DBS Certificate was obtained and also the date the DBS Certificate is checked by the Supply Agency is recorded on the Supply New Starter form.

Chetham's Contractor Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
---	----------------------------	---

Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Vacancy/ Role		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Non-Employee Code of Conduct		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Right to Work in the UK		
Current Address Verified		
Qualifications (applicable to role)		
Enhanced DBS & Barred List Check		
Overseas Police Check (if applicable)		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		

Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

Supply Teacher Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
---	----------------------------	---

Personal Details		
-------------------------	--	--

Name (& Title)		
Vacancy/ Role		
Address		
Date of Birth		

Checked by Chetham's		
-----------------------------	--	--

Non-Employee Code of Conduct		
ID Check		
Current Address Verified		

Checks Confirmed by Agency		
-----------------------------------	--	--

Online Check		
Right to Work in the UK		
Qualifications (applicable to role)		
Enhanced DBS & Barred List Check		
Overseas Police Check (if applicable)		
Letter of Professional Standing (if applicable)		
Prohibition from Teaching Check		
Minimum x 2 Verified References		
Fitness to Fulfil Position Confirmed		

Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

4) Appointment of Volunteers: Checklist

The following checks on new regular volunteers are carried out: Enhanced DBS Disclosure (including Children's Barred List check for relevant activity roles), references, informal interview, and no concerns raised by others in the School.

One-off volunteers for non-overnight activities who will not have unsupervised access to students do not require vetting checks.

Chetham's Volunteer Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
--	----------------------------	---

Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Vacancy/ Role		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
<u>Volunteer</u> Risk Assessment		
Non-Employee Code of Conduct		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Current Address Verified		
Enhanced DBS & Barred List Check		
Right to Work in the UK		
Overseas Police Check (if applicable)		
Letter of Professional Standing (if applicable) (Teaching roles and former teachers only)		
Prohibition from Teaching Check (Teaching roles and former teachers only)		
Verified Reference 1		
Verified Reference 2		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		

Chetham's Clearance Letter signed & returned		
Swipe Card Authorised		
Inductions		

5) Visiting Professionals

The School understands that visiting professionals such as psychologists, nurses, dentists and other public sector staff. KCSIE advises that these persons should be checked by their employing organisation. It is not necessary for the School to see their DBS check (unless it is offered), but will need to see written confirmation from their employing organisation that both the DBS check and all other appropriate checks have been performed.

Their identity will be checked by the School prior to their first visit or appointment and copies made of their identity documents. See visitor policy for details of supervision.

6) Appointment of Proprietor (Chair) and Governors

The "proprietor" is the person or body of persons registered with the DfE as being responsible for the management of the School. The Governing Body is the proprietor of Chetham's School of Music.

7) For the appointment of the Chair of the Governing Body

If the Chair of Governors is to change, before the change is effected or as soon as practicable thereafter, the School will ensure that the DfE obtains an enhanced criminal records check (DBS), and checks both the individual's identity and right to work in the UK before they take 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 has to make yet another check. The required checks are:

- Barred List
- Enhanced criminal record check by the Secretary of State
- Identity
- Overseas checks, where appropriate
- Right to work in the UK
- Prohibition from teaching
- Prohibition from leadership and management.

The DfE guidance on this process is available below. [Independent schools - change of proprietor guidance \(publishing.service.gov.uk\)](#) Updated Nov 2023

In addition, the Chair must complete a Register of Interests form (annually), Automatic Disqualification Declaration, and a Trustee Declaration form. The School will check the Register of Removed Trustees and the Companies House list of disqualified directors.

8) For the appointment of the Proprietors (Governors) of the School

Before appointment (or as soon as practicable) the School will check:

Chetham's Governor/ Feoffee Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
---	---------------------	----------------------------------

Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Vacancy/ Role		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Non-Employee Code of Conduct		
Signed Job Description		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Current Address Verified		
Enhanced DBS & Barred List Check		
Right to Work in the UK		
Overseas Police Check (if applicable)		
Letter of Professional Standing (if applicable) (Former teachers only)		
Prohibition from Teaching Check (Former teachers only)		
Fitness to Fulfil Position Confirmed		
Prohibition from Management/ Leadership Order (S.128)		
Check the Individual Insolvency Register		
Check Register for disqualified Directors		
Check Register for Removed Trustees		
Complete Trustee Eligibility Declaration		
Automatic Disqualification Declaration Form		
Register of Interests		
Safeguarding Training Completed		

Inductions		
------------	--	--

9) Trainee Teachers

Chetham's Trainee Teacher Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Vacancy/ Role		
Address		
Date of Birth		
Checked by Chetham's		
Chetham's Clearance Application Form		
ID Check		
Non-Employee Code of Conduct		
Current Address Verified		
Checks Confirmed by Agency/ University		
Online Check		
Declarations Form		
Former Name ID Documentation (if applicable)		
Right to Work in the UK		
Qualifications (applicable to role)		
Enhanced DBS & Barred List Check		
Overseas Police Check (if applicable)		
Letter of Professional Standing (if applicable)		
Prohibition from Teaching Check		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

10) Household Members of Boarding Staff (aged 16 and above)

Chetham's Employees' Household Members 16+ (Boarding) Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Chetham's Employee Contact		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Non-Employee Code of Conduct		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Current Address Verified		
Enhanced DBS & Barred List Check		
Right to Work in the UK		
Overseas Police Check (if applicable)		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Final Status		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

11) Checklist for Internal Appointments

Internal Appointment Checklist Contracted Employees Taking on Additional Roles	Initials of Checker	Date Checked / Actioned / Signed
Employee Details		
Name		
JOB TITLE		
Department		
Contract Status		
Admin Checks		
Recruitment Advert		✓
Conditional Offer Letter issued		
Clearance Checks		
Signed Conditional Offer Letter		
Signed Job Description		
Application Received		
Email confirming fitness, DBS changes & other employment details		
Written Interview Notes		
Qualifications Obtained (Required for role) including Teacher QTS (if applicable)		
1st Internal Reference (from current Head of Dept.)		
2nd Internal Reference (from current Head of Dept.)		
Prohibition from Teaching Check (Teaching roles & former teacher only)		
Prohibition from Leadership Order (S.128) (if applicable) (Teaching roles & former teacher only)		
POST SIGN-OFF		
Induction (Departmental - if moving to new Department)		
Contract Issued/ Returned		

Appendix 5 Recruitment Process Documents & Materials

1) Shortlisting Checklist

SHORTLISTING & PRE- INTERVIEW CHECKLIST

This form is to be used to by Hiring Managers / Interview Panels when shortlisting applications. In line with ISI Regs. and KCSIE, applications need to be scrutinised to ensure all required details are obtained.

Vacancy:	
----------	--

PART 1 – Candidate Details

Candidate Name:		Department:	
Line Manager:		Full Time/ Part Time:	

Internal Candidate:	Yes		No	
---------------------	-----	--	----	--

<p><u>Please detail rationale for selection for interview:</u></p>
--

Gaps in Employment? (Please explain any gaps below (external candidates only)):
<p>In line with Safer Recruitment Guidelines that we must follow, for all applications we require months and years of employment for all roles (including reasons for any gaps since leaving full time Education).</p>

Has the candidate declared that they know anyone, or are related to anyone associated with Chetham's (including student or former students)? (Please detail below (external candidates only)):

(Question 2 on the Application Form, requires Y/N & details on separate cover if applicable).

PART 2 – Interview Details

Interview Panel identified: (Please outline)	
Interview Schedule devised: (Please provide date and arrival time for each candidate and detail of any key components, if applicable - e.g. Lesson Obs.)	
Date sent to HR: (Interview date to provide 5-7 days from provision of shortlist, to enable/ facilitate pre-interview checks to be conducted).	
List of shortlisted candidates sent to HR:	

Hiring Manager Signature			
Name:		Date:	

2) Advert Template

Job title in bold

Chetham's School of Music is seeking an (**insert job title**) to join the internationally renowned specialist music school located in city centre Manchester. Chetham's is a magical place, home to the UK's largest specialist music school, the oldest library in the English-speaking world and a world-class concert venue all in the heart of Manchester.

The job

- This a full time, permanent role/fixed term role or this a part time role working (**insert hours**) per week.
- **Insert key information about the role into the below bullet points (please add more if needed)**
-
-
-
-
-

In return

- Salary starting at (**insert salary**) per annum.
- Flexibility available in respect to working hours (**please remove if needed**)
- Benefits including free catered lunches during term time, on site gym and free tickets to concerts.

Closing date:

Interviews will take place on:

For further information please contact (**manager name**) on (**manager email address**)
Please ensure that you download and save the application form to your computer before completing the form, as completing within your browser may result in information not being saved.

Please send your completed application form to hr@chethams.com

Safeguarding

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service. Reg. Charity No: 526702

3) Job Description Templates



Chetham's Job Description

Job Title:

Responsible to:

Hours of work:

Holiday entitlement: The role is a 52 week position and the post holder will be entitled to annual leave of 28 days including bank holidays (FTE)

Information about Chetham's

Founded in 1653, Chetham's Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

Main Responsibilities and Duties:

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name:

Signature:

Date:



Chetham's

PERSON SPECIFICATION – **Job Title**

Essential attributes

- **List essential attributes below in the bullet point (please add more if needed)**

-
-
-
-
-
-
-
-
-
-
-
-
-
-
-

Desirable attributes

- **List desirable attributes below in the bullet point (please add more if needed)**

-
-
-
-
-
-
-
-
-
-

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service Reg. Charity No: 526702

4) Candidate Declaration Form



Declarations

1. Criminal Record		
<p>An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. 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 attempt to apply for a position at the School. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.</p> <p>The School is exempt from the Rehabilitation of Offenders Act 1974 (2013 and 2020) and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared, subject to DBS filtering rules. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).</p> <p>Before answering these questions, please see the information and reference links on spent convictions and the DBS filtering rules on page 2 of this form.</p>		
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.		
Name:		
Signed:		
Date:		

2. Declarations

- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

Privacy Policy- standard/enhanced checks (paper and e-Bulk applications) declaration

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Name:	
Signed:	
Date:	

Filtering rules:

Standard and Enhanced DBS Checks must always include the following records, no matter when they were received:

- All convictions for specified offences*
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included, depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and half years

Full details can be found via the following links - [New filtering rules for DBS certificates \(from 28 October 2023 onwards\) - GOV.UK \(www.gov.uk\)](#) & [Previous filtering rules for DBS certificates \(from 28 November 2020 to 27 October 2023\) - GOV.UK \(www.gov.uk\)](#)

*The list of "specified offences" that will always be disclosed can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 (2013 & 2020) Act. Anyone in doubt should seek their own legal advice.

5) New Starter Form



NEW STARTER FORM

This form is to be used to confirm a new offer of appointment (to an external or internal candidate). Upon acceptance of verbal offer, please complete this form and send to HR, who will issue the written offer and undertake all requisite checks.

Name:								
Job Title:		Department:						
Line Manager:		Full Time/ Part Time:						
Other:								
Please outline any additional terms or conditions of offer -								
Contract Type: (tick as appropriate)	Permanent	<input type="checkbox"/>	Temp	<input type="checkbox"/>	Fixed Term	<input type="checkbox"/>	Ad-Hoc	<input type="checkbox"/>
Temp/Fixed Term end date (if known):								
No of hours per week:								
Salary Banding								
Pay Scale: (e.g. SCP 15)	Scale Point:		(Per Annum)	£	(Per Hour)	£		
Other enhancements e.g., responsibility allowance: (if applicable)								
Qualifications/ Certificates to be obtained from candidate:								
Requirement for role?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Please detail here: (including any rationale if candidate qualifications differ from those outlined for role or have been a contributing factor in selection decision)								

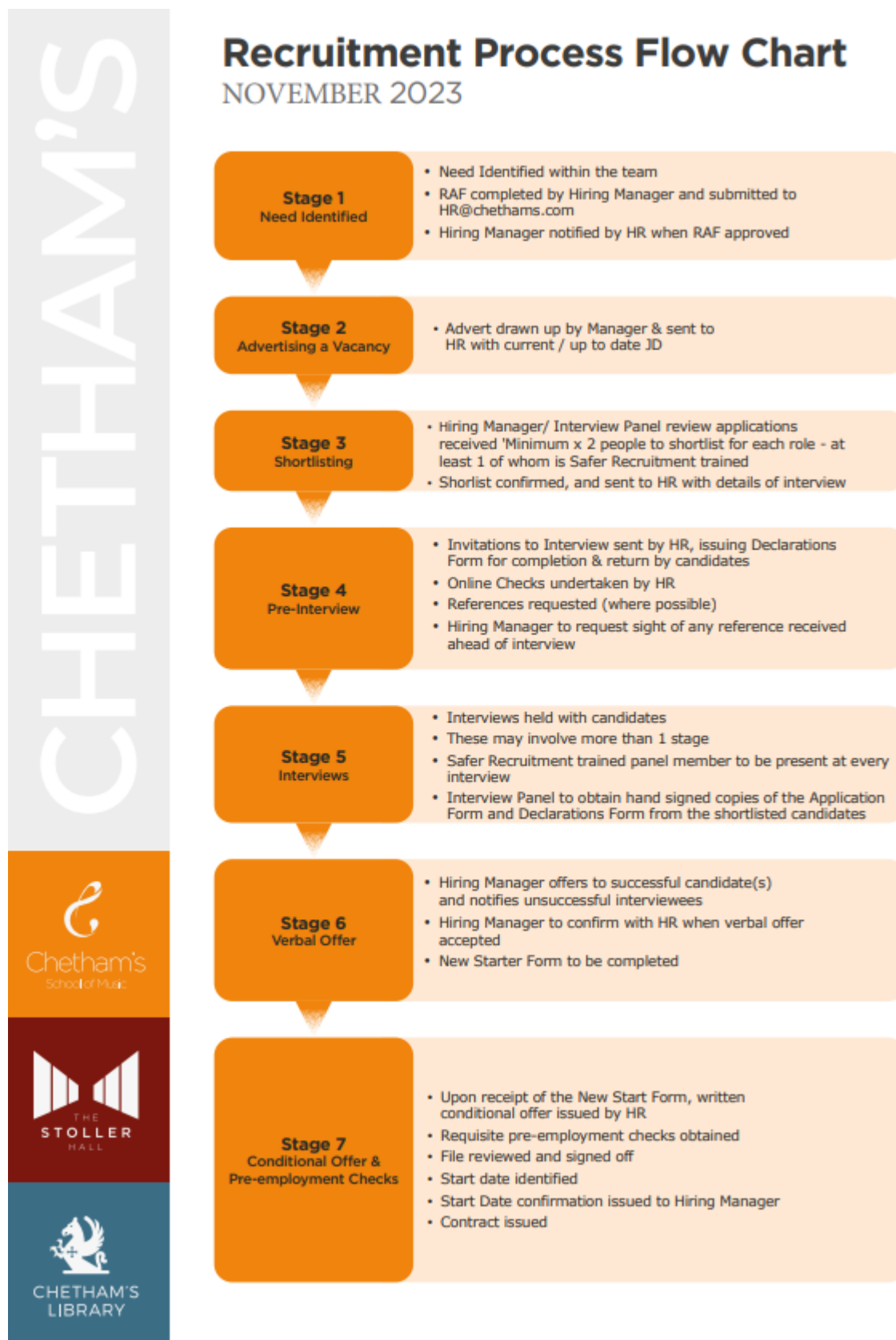
November 2023

Page 1



Internal candidate: (tick as appropriate)	<input type="checkbox"/>	External candidate:	<input type="checkbox"/>
Internal Candidate remaining in current role(s)? If yes, please outline details of role(s) to be retained:			
Hiring Manager Signature			
Name:			Date:

6) Recruitment Process Flow Chart



7) Recruitment Stages

Recruitment Process - Stages

Stage 1 - Need Identified

Need identified within the team (replacement / additional resource required etc.)

Recruitment Application Form completed by the Hiring Manager outlining the identified need, intended details / terms, relevant cost considerations, whether the vacancy is to be advertised internally / externally.
Sent to HR (HR@chethams.com) to submit for approval

Hiring Manager compiles the relevant components

- Advert (outlining terms & details of the role)
- JD (outlining roles and responsibilities of the position)

Ideally at outset, but before closing date of advert –

- Interview Panel identified
- Provisional Interview dates (in-house, in line with interview panel availability)
- Interview schedule / format / desired components (i.e. written task, lesson obs. etc.) determined and devised by Hiring Manager in view of need/ intentions for the interview format they want in line with requirements for the role/ department & assessment criteria developed

Stage 2 - Advertising a Vacancy

Advert drawn up by the Hiring Manager, detailing –

- Hours
- Part time or full time
- Salary (check with HR/ Finance if needed)
- Details of / information about the role
- Benefits
- Closing date (interview date can be included)

Advert sent to HR along with current / up-to-date Job Description (all JDs must include a Person Specification)

JD should be updated / reviewed and review date added

**Date should be included on the JD (even if reviewed, with no changes made)*

All vacancies are advertised internally
All external ads are posted on the Chetham's / Stoller website
External channels for broader publishing to be identified (HR can support in this)

Applications are directed to HR, all applications received sent on to Hiring Manager / Interview Panel for review

Templates / previous ads / JDs may be possible to be sourced from HR (where HR have copies) to be updated

Stage 3 - Shortlisting

Hiring Manager / Interview Panel review applications received - Minimum x2 people to shortlist for each role - at least 1 of whom is Safer Recruitment trained.

In line with ISI Regs. and KCSIE, applications need to be scrutinised to ensure all required details are obtained.

Look for –

- Gaps in employment, full education history
- Any discrepancies / gaps in the application are to be picked up at shortlisting stage. If candidate selected for interview, needs to be discussed, clarified and noted.
- Any declaration of relationships to anyone within Chetham's

Shortlists should be 3-4 candidates maximum per vacancy.

Stage 4 - Pre-Interview

**Once shortlist, interview panel, and interview schedule provided by Hiring Manager / Interview Panel*

Invites to interview issued by HR detailing arrival time, interviewers / panel members (and title), what the interview will involve (if applicable) – i.e. written task, observed lesson, tour etc., request for notification of any requirements for interview, notification of docs to bring (ID, qualifications...)

Declarations Form required from shortlisted candidates (issued with invitation to interview (HR)) – Hiring Manager to ensure received and reviewed ahead of and any disclosures explored and discussed at interview. (Criminal Record & any info. that would make them unsuitable to work with children, including any barring or disqualifications)

New to KCSIE from Sept 2022 - Online checks to be undertaken on the shortlist by HR, to identify anything in the public sphere that would represent unsuitability to work with children and / or may help identify any incidents or issues that have happened which the School may want to explore with the applicant at interview. Pro-forma to be used in these instances to follow in due course.

References to be obtained (at least requested) – where consent is given (and appropriate referees provided) and sent to the Hiring Manager/ Interview Panel ahead of interview – HR

*(*Hiring Manager to request sight of any references received ahead of interview)*

Interview date must provide sufficient allowance for facilitation & completion of the above requirements, and notice to candidates.

- 5-7 days from closing date/ confirmation of shortlist

Stage 5 - Interviews

- The Hiring Manager / Interview Panel must, of course, assess an interviewee's suitability for the role at interview.
- This can be done via a combination of assessment methods, from standard sit-down interview to written task, presentations, lesson observations etc. The Hiring Manager can determine which of these tools they'd like to utilise to best assess suitability for the role.
- Interview notes should be in a structured and clear format that outlines the questions asked and responses provided.
- Interview Panel to obtain hand-signed copies of the Application Form and Declarations Form from the shortlisted candidates.

In line with ISI / KCSIE, they must also–

- 1) assess suitability to work with children – explored via questions and observation of response
- 2) explore anything identified at shortlisting stage – ensure clarified, discussed and noted. – We need to evidence that we’ve explored this (and resolved any issues)
- 3) undertake Safer Recruitment (SR) Interview (either separate / specific document / form, or incorporation into interview questions conducted by an employee who has undertaken the NSPCC Safer Recruitment Training.

**Candidates attending the School for interview are the Hiring Manager / Interview Panel’s visitor and are to be treated the same as any other. It’s the responsibility of the interviewer to ensure they are collected from Reception and accompanied at all times whilst on site.*

Stage 6 - Verbal Offer

Hiring Manager offers to successful candidate(s)

- Confirm to HR for conditional offer to be issued.
- New Starter Form to be completed for each candidate & sent to HR. On receipt of the New Starter Form, written conditional offer will be drawn up and issued to candidate and pre-employment checks undertaken.

Stage 7 - Conditional Offer & Pre-Employment Checks

Conditional Offer – issued to candidate outlining the conditions of offer and that their start date will be confirmed and contract issued in due course; on receipt of requisite checks.

All Offer Letters are signed by The Joint Principals and Director of Finance for roles within respective areas.

Enclosed with the Offer Letter are –

- Offer Letter
- Job Description
- Bank Details Form
- Emergency Contact Form
- Pre-Employment Health Questionnaire
- New Starter Checklist
- Equal Opps Form
- KCSIE
- Safeguarding & Child Protection Policy

& DBS accepted document list is sent.
Followed by a link to access the online DBS Form

Required prior to sign off -

- Signed Offer Letter
- Signed JD
- Recruitment Advert (HR)
- Application Pack Date (date application rec'd – where rec'd via email – this)
- Former address document(/s) where applicable
- Pre-Employment Health Questionnaire (& Report, where applicable)
- Qualifications – applicable to role/ listed on Application Form
- Interview Notes
- Safer Recruitment Interview
- Right to Work document (and identification check confirmation)
- Former name identification document, if applicable
- (Satisfactory) DBS Certificate
- Overseas Police Check, where applicable (individual has lived overseas for 3mnths+ in the last 5yrs)
- Prohibition from Teaching Check
- Prohibition from Leadership/ Management (Section 128), where applicable
- Overseas Letter of Professional Standing, where applicable (required for those in a teaching position who have held teaching roles abroad)
- x2 References (at least)*

Stage 8 - Sign Off & Start Date

File is reviewed by the Director of Finance and signed off.

The Hiring Manager is then contacted to confirm the desired Start Date

**earliest 3 working days following sign off.*

Start date confirmation issued to Hiring Manager by HR - employee unable to commence until this is received.

A contract will be drafted and issued to them on or before Day 1.

The swipe card will be issued once all:

- Safeguarding Training
- Departmental Induction
- Whole School Induction

have been completed and

- a signed contract returned.

**Training or induction cannot be completed before Day 1 of employment*