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# FOREST OF DEAN COMMUNITY SCHOOLS FEDERATION

PARKEND PRIMARY & YORKLEY PRIMARY

Safer Recruitment Policy

2026 - 2027

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Ratified: By Governors February 2026

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## **Statement of intent**

The Forest of Dean Community Schools Federation has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Rehabilitation of Offenders Act 1974
- Children Act 1989
- Education Act 2002
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Skills Act 2008
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Amendments to the Exceptions Order 1975, 2013 and 2020

This policy has due regard to guidance including, but not limited to, the following:

- DfE 'Maintained schools governance guide'
- DfE 'Staffing and employment advice for schools'
- Disclosure and Barring Service 'ID checking guidelines for Standard/Enhanced DBS check applications from 22 April 2025'
- Home Office 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE 'Keeping children safe in Education 2025'
- DfE 'Recruit teachers from overseas'
- Disclosure & Barring Service 'Regulated activity with children in England and Wales'
- Home Office 'Employer's guide to right to work checks'

## 2. Definitions

**"Regulated activity"** includes:

- Being responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working on a regular basis for a limited range of establishments (known as 'specified places', which include schools and colleges), or in connection with the purposes of the establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

“**Teaching role**” refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of KCSIE if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Executive Headteacher to provide such direction and supervision.

A “**standard DBS**” provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

An “**enhanced DBS**” provides the same information as the standard DBS, plus any additional information, e.g. interviews and allegations, held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

An “**enhanced DBS with barred list check**” check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list.

The “**children’s barred list**” is a list maintained by the DBS which covers individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

A “**section 128 check**” provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

“**Safer recruitment**” is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

### **3. Roles and responsibilities**

The governing board is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined above.

- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all recruitment panel members have undertaken unconscious bias training before the selection process begins.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Ensuring a member of the board is on the recruitment panel for a new Executive Headteacher.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that they have the skills to carry out effective selection processes, including knowing when and how to request references.

The recruitment panel is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the Executive Headteacher.
- Ensuring that the interview addresses leadership ability, team working skills, integrity, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Ensuring that the interview addresses the candidate's motivation, reasons for being interested in joining the school, and attitude to working with children.
- Ensuring that references have been received where requested.
- Ensuring that all references for a shortlisted candidate are obtained prior to interview, properly scrutinised, and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate.
- Asking previous employers of new staff members whether the individual has been subject to capability procedures in the previous two years.
- Where possible, ensuring that the shortlisting panel and interviewing panel are comprised of the same people.

- Sourcing suitable candidates.
- Acting as a point of contact between candidates and the school.
- Reviewing and scrutinising candidates' applications and identifying any gaps.
- Preparing the recruitment panel to conduct interviews.
- Organising interviews with shortlisted candidates.
- Ensuring the recruitment process is carried out in line with the relevant school policies.
- Ensuring that the candidate chosen to fill a vacancy is suitable for the role.

The Executive Headteacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees and volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Leading the interview when the candidate is at a lower level.
- Ensuring that the successful candidate receives the appropriate training, e.g. safeguarding and induction.
- Ensuring that all relevant staff members are familiarised with this policy.

During the recruitment process, and especially during the initial stages, the recruitment panel and the Executive Headteacher will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs
- Expressing that they want the role to meet their needs at the expense of children
- Using inappropriate language in relation to children
- Expressing extreme views or views that do not support safeguarding practices
- Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment

The DPO is responsible for:

- Ensuring that all references are handled in line with the Data Protection Policy and relevant legislation.

The DSL is responsible for:

- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference, in line with KCSIE.
- Discussing with the Executive Headteacher the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.

#### **4. Planning, advertising and shortlisting**

The job information and associated documents will be published online. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The recruitment panel will comprise a staff member responsible for the management of the entire recruitment process (usually the Federation Business Manager), and at least two other members of staff, with the Executive Headteacher usually being one of these. The recruitment panel will be an odd number so majority votes can be cast. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training. The recruitment panel will create the advertisement.

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

The Executive Headteacher will:

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
- Prepare the documents that will be provided to candidates, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that application packs, where relevant, state that candidates must be willing to sign a self-declaration form to obtain information about staff disqualification, in line with the Childcare Act 2006.

## **Advertising**

The school will consider the following information when advertising for a role within the school:

- The skills, abilities, experience, attitude and behaviours required for the post
- The safeguarding requirements, including to what extent the role will involve contact with children and whether the appointed staff member will be engaging in regulated activity

Advertisements will include:

- A statement of the school's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Vacancies will be advertised through external media, ensuring that the advertisement reaches a wide range of groups. Advertisements will contain a statement of commitment to ensuring equal rights. Advertisements will include, or link to, a job description, person specification and detail the closing date. The contact number of the school and details of the application process will be clearly outlined.

Application forms will be accessible on the school's website.

When an advert receives a response, the recruitment panel will ensure that candidates receive the application pack.

### **Application forms**

Applicants will be reminded in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

The school will also provide a copy of the Safeguarding and Child Protection Policy and information on employment of ex-offenders in the application pack.

Applicants will be required to provide the following:

- Personal details, e.g. their current and former names, current address, and national insurance number
- Details of their current or most recent employment, including the reason for leaving
- Full employment history, including explanations for any gaps in their employment
- Qualifications, the awarding body and the date of the award
- Details of references
- A statement of their personal qualities and an explanation of why they meet the person specification to be a suitable candidate for the role

The school will only accept a CV alongside a completed application form; a CV on its own will not be accepted. When shortlisting candidates for an interview, all application forms will be considered. Shortlisting criteria will be agreed in advance by the recruitment panel.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed. Candidates will be assessed against the same shortlisting criteria to ensure a fair process.

Where applicable, the school will make clear that shortlisted candidates may be subject to online searches.

### **Shortlisting**

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children, including whether they are prohibited from teaching. This information will not be requested in the application form.

Only those candidates who have been shortlisted will be asked to disclose any relevant information including:

- If they have a criminal history.
- If they are included on the children's barred list
- If they are prohibited from teaching
- If they are prohibited from taking part in the management of an independent school

- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted.
- If they are known to the police and children's social care services.
- Whether they have been disqualified from providing childcare.
- Any relevant overseas information.

Applicants will need to sign a declaration which confirms that the information they have provided is true. The purpose of the self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

When shortlisting candidates, the school will:

- Ensure that at least two people carry out the shortlisting proceedings – ideally, these two people will also conduct the interview.
- Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them.
- Consider undertaking online searches, as necessary, and explore any further potential concerns. The school will inform shortlisted candidates that online searches may take place and that aspects of this search may be explored with the applicant at interview where relevant.

Requests for further information from candidates will be replied to promptly. All applications will be replied to notifying candidates whether they have been shortlisted or not.

Interviews will be arranged for the shortlisted candidates.

## **5. Invitation to interview**

Once a shortlist has been confirmed, the candidates to be invited for interviews will be contacted by the school and suitable interview times will be decided. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

## **6. Pre-interview checks**

The recruitment panel will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Checking and, where necessary, following up candidates' self-declaration forms

## **7. Requesting references**

Once a candidate, including an internal candidate, has been shortlisted for a position, references will be requested and scrutinised by the recruitment panel. Any concerns will be resolved satisfactorily prior to confirming an appointment. References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague. The school's standard request form will always be used to obtain references.

References will be requested in written form from the candidate's current employer – if they are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.

If the applicant has never worked with children, the school will ensure that a reference from their current employer is received.

If the candidate is a school leaver or has not been in work for over two years, a character reference will be requested.

When a candidate is applying for a teaching role (including the role of Executive Headteacher), information about the details of any capability procedures in the previous two years that they may have been subject to, and the reasons for these, will be requested from their current or former employer.

Concerns raised following a candidate's references will be explored further with the referee where appropriate and discussed with the candidate at interview.

Open references, e.g. 'to whom it may concern' testimonials, and unverified information provided by the candidate as part of the application process, will not be relied upon. Electronic references will be checked to ensure that they originate from a legitimate source.

## **8. Checking references**

References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g. if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate at interview.

Where a reference appears incomplete or other concerns arise, the school will carry out one of the following actions:

- Call the referee to discuss the reference further
- Email the referee the reference for confirmation of its accuracy

The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL will be consulted to help assess the candidate's suitability.

Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the Executive Headteacher will record this on the recruitment file as the reason for non-appointment.

## **9. Providing references**

References will only be provided once written consent has been obtained from the person requesting a reference.

The member of staff providing a reference will follow this policy's procedures and the prospective employer's requests as much as is reasonably possible, e.g. if a pro-forma is provided, they will complete the form. If the reference is not requested in a specific format, the member of staff will decide the most appropriate method, e.g. a pro-forma or a letter-formatted reference.

The Executive Headteacher will decide in exceptional circumstances if a reference cannot be provided or if certain questions asked by the prospective employer cannot be answered, with HR advice sought when appropriate.

All members of staff who provide a reference will be responsible themselves for checking the content to ensure that it only contains factual and verifiable statements. If there is any doubt about whether to include information, caution will be exercised and it will be omitted. Alternatively, advice will be sought from a senior figure, e.g. the Executive Headteacher or the Chair of Governors.

Staff members will make the Executive Headteacher aware when they have been asked to provide a personal reference, e.g. for a current or former colleague. The staff member will make it clear within the reference that it is a personal one and is not written for or on behalf of the school. The staff member will use their own paper or an email address unaffiliated with the school and ensure that the reference is not linked to the school in any way.

Details of any capability procedures in the previous two years for a teacher (including the Executive Headteacher) or former teacher at the school, and the reasons for these, will be provided if requested.

If, as part of a settlement agreement, the school has agreed to provide a reference for a member of staff, the Executive Headteacher will ensure it is provided in line with the agreement and this policy. In circumstances where new evidence emerges that indicates information provided in the reference is incorrect, the Executive Headteacher will decide if the reference is changed or withdrawn, with legal advice sought where necessary, and will notify the employee of any decision first.

The school will ensure that any information provided confirms whether they are satisfied with the applicant's suitability to work with children, and only provide the facts of any substantiated safeguarding concerns or allegations, including a group of low-level concerns about the same individual, that meet the harm threshold.

Any repeated concerns or allegations which do not meet the harm threshold which have been found to be false, unfounded, unsubstantiated, or malicious will not be included in any reference.

## **10. Content of references**

Basic information will always be expected in references received and provided, e.g. skills, knowledge, duties undertaken, experience working with children, and personal characteristics, in addition to any information relating to safeguarding. Further relevant comments will be made as much as is reasonably possible in line with the employer's requests, provided they are verifiable and objective, e.g. through appraisals or attendance records.

References will contain only factual and verifiable information and will not include speculation, e.g. about a former employee's suitability for a job, or hearsay. The person providing the reference will ensure all comments have a factual basis and that an impression is not given which is misleadingly positive or negative. Performance issues or concerns which have not been discussed or raised with the employee beforehand will not be mentioned.

All members of staff providing references will be made aware that information provided verbally to the prospective employer is subject to the same duties as written information and will avoid making verbal statements. Where it is necessary or appropriate, verbal information will be provided only in line with this policy's procedures, e.g. all statements must be verifiable and objective.

## **11. Previous disciplinary action**

The recruitment panel will ensure that any references requested by the school include a section asking for any past disciplinary action or allegations to be disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role, in line with this policy.

Information from DBS checks will not be included in references provided by the school. Information regarding criminal offences from other sources will not be included, unless the Executive Headteacher deems it appropriate and HR advice has been sought.

When providing references, the disclosure of information about past disciplinary action or allegations not relating to safeguarding will be provided where it is deemed appropriate, e.g. it is relevant to the staff member or former staff member's suitability for the role. Information relating to disciplinary action will generally only be disclosed if penalties or sanctions remain in place for the employee.

Allegations which were proven to be false, unsubstantiated or malicious, e.g. relating to misconduct, will not be included in a reference – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

If an allegation exists which has yet to be investigated or an investigation is incomplete, the Executive Headteacher will seek HR advice, and legal advice where necessary, on what information, if any, should be provided to the prospective employer.

## **12. Use of data and confidentiality**

Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.

In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully, and will be kept safe and secure e.g. in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.

Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.

The person requesting a reference will be offered the opportunity to see it before it is sent, unless the Executive Headteacher decides this is not appropriate; however, the school is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

## **13. Online searches on shortlisted candidates**

In line with KCSIE, the school may consider carrying out online searches on shortlisted candidates as part of its due diligence. Online searches solely aim to help identify any incidents or issues that have happened, and are publicly available online, that the school may want to explore with the applicant at interview. The school may request links to shortlisted candidates social media accounts and profiles to enable this.

Online searches will be conducted on shortlisted candidates only, and only where the school considers this appropriate. The school will consider any potential risks of online searches, e.g. unlawful discrimination or invasion of privacy, and will ensure staff conducting online searches are clear on the purpose of the search. Shortlisted candidates will be made aware that online searches may be conducted as part of due diligence checks.

Online searches will only examine data that is publicly available. Staff will not 'follow' or submit a friend request to shortlisted candidates on social media platforms to access further details or information.

When carrying out searches of shortlisted candidates', the school will look out for indicators of concern, such as:

- Inappropriate behaviour, jokes or language.
- Discriminatory comments.
- Inappropriate images.
- Drug or alcohol misuse.
- Anything that suggests the candidate may not be suitable to work with children.
- Anything that could harm the reputation of the school.

Any concerns will be addressed during the interview process. The school will ensure that candidates are given an opportunity to discuss any concerns raised by the online search.

## **14. The interview**

During the interview process, candidates will be asked standard questions and their responses will be recorded. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children. The school will use a range of selection techniques to identify the most suitable person for the post.

Interview questions seek to:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children.
- Exploring their skills and asking for examples of experience of working with children.
- Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this.
- Seek examples of the candidate's previous experience.

Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.

Areas that may raise concerns and lead to further enquiry include:

- Implication that adults and children are equal.
- Lack of recognition or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children.
- Indicators of negative safeguarding behaviours.
- Attempts to push or overstep boundaries.
- Consistent rule-breaking behaviour.

Candidates shortlisted for interview will be given the opportunity to complete a self-disclosure form before their interview, to give the interview panel time to consider the information provided. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

All information considered when making a decision will be clearly recorded along with decisions made.

Candidates will also be asked to show proof of identification and qualifications at interview – this proof will be viewed and checked by the interview panel.

The candidate will be given the opportunity to discuss any concerns or ask any questions. The process will always comprise a face-to-face interview.

Where appropriate, pupils will be meaningfully involved in the recruitment process. This may include opportunities to observe shortlisted candidates and to engage in supervised interactions. Such involvement is considered good practice and helps ensure that appointments support the needs and expectations of the school community.

## **15. After the interview**

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Ask the successful candidate to provide proof of identification and qualifications for the school's records, and to complete the DBS check as soon as possible.
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate, subject to the completion of the mandatory pre-employment checks.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

Any spent or filtered convictions declared on the candidate's self-declaration form, or declared at interview, will not affect the offer of employment if already made; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

## **16. Remote recruitment**

N/A

## **17. Pre-appointment checks**

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.

When appointing new staff, the school will:

- Verify the candidate's identity, e.g. checking the name and birth date on a birth certificate and verifying any name changes.
- Obtain an enhanced DBS check via the candidate and, for candidates engaging in regulated activity, barred list information.
- Obtain a separate children's barred list check if the individual will start work in regulated activity with children before the DBS certificate is available.
- Verify a candidate's fitness to carry out their role.

- Verify the person's right to work in the UK, including EU nationals.
- Make further checks as appropriate on any individual who has lived or worked outside the UK.
- Verify professional qualifications, as appropriate.
- Ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State
- Ensure that appropriate checks are carried out to ensure that individuals employed to work in Reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.
- For those in management or governor roles, conduct a section 128 check.

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012. The recruitment panel will utilise the Department for Education's check a teacher record to make prohibition, direction, restriction and children's barred list checks.

The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their convictions, it will be clearly documented to enable the school a chance to defend its decision if challenged.

The school will consider the following when assessing any disclosure information on a DBS certificate:

- The seriousness and relevance to the post which they have applied to
- How long ago the offence occurred
- The country where the offence occurred
- Whether it was a one-off incident or a history of incidents
- The circumstances around and at the time of the incident
- Whether the individual accepted responsibility for what happened
- The school will also consider the incident in the context of the Teachers' Standards and Teacher misconduct guidance, if the applicant is applying for a teaching post

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.

The school will use the '[Individuals prohibited from managing or governing schools](#)' web page to check if a proposed governor is barred as a result of being subject to a section 128 direction.

In line with KCSIE, the school will not require candidates to have an enhanced DBS certificate or undergo checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the candidate has worked in England in a post:

- In a school which brought them into regular contact with children or young people; or
- In a school since 12 May 2006 which did not bring the person into regular contact with children or young people

This is because the candidate will have already undergone this process in their previous position.

### **Volunteers**

For all volunteers, the school will undertake a dynamic risk assessment and use professional judgement and experience when deciding what checks, if any, will be required.

All unsupervised volunteers engaging in regulated activity will be required to provide the school with an enhanced DBS check with a barred list check. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

The school will only request barred list information for volunteers in regulated activity.

### **Candidates who have lived outside the UK**

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary, including an enhanced DBS certificate with barred list information for those engaging in regulated activity, even if they have never been to the UK before.

The school will make any further checks that it deems appropriate so that any relevant events occurring outside the UK can be considered, e.g. obtaining proof of past teaching conduct for any candidate for a teaching position from the professional regulating authority in the country in which they worked, where available or conducting criminal records checks for overseas applicants.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

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

In the case of any employee working at the school who is sourced from an agency or third-party organisation, the school will obtain written notification from the organisation confirming that they have carried out the same checks as the school would otherwise perform on any individual who will be working at the school, or who will be providing education on the school's behalf, including through online delivery. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification may be kept where appropriate.

The school will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work where there has been a disclosure of any matter or information.

### **Trainee and student teachers**

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out.

### **Existing staff**

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

Where an existing member of staff is moving to regulated activity, the recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the relevant referral duty criteria, as outlined in the DBS's barring referral guidance.

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

- The harm test is satisfied in respect of that harm.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual is deployed to another area of work not in regulated activity, or where they have been suspended.

Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

### **Contractors**

The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

The school will set out its safeguarding requirements in the contract between the contractor's organisation and the school.

If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. The school will always check the identity of contractors and their staff on arrival.

### **Governors**

Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

Governors will be subject to a section 128 direction check.

## 18. Right to work checks

The school will obtain evidence that all candidates for a position have the legal right to live and work in the UK by either conducting a manual document-based check, or by using the government's [online portal](#). This will be done before a candidate is offered a position.

When conducting a manual, document-based check, the school will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: [List A](#) for candidates with a permanent right to work in the UK, or [List B](#) for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with [section 19](#) of this policy.

The school will obtain proof of candidates' immigration status in the UK.

The school will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:

- The candidate provides a document confirming receipt of an application to EUSS on or before 30 June 2021
- The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
- The school has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service
- The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question
- The school is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
- The school has not been provided with the specified documents in line with the prescribed right to work checks, but the person presents information indicating they are a long-term resident of the UK, i.e. having arrived before 1988, the school will contact the [Employer Checking Service](#) using the online form.

The school will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.

Where a candidate's right to work is time-limited, the school will conduct a follow-up check in advance of its expiry.

The school may use a certified digital identity service provider (IDSP) to conduct right to work checks on candidates.

## **19. Identification checking process**

When checking the validity of identifying documents, the school will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the school will be in physical possession of the original documents. The school will only accept valid, current and original documentation in its physical form. The school will not accept photocopies or documentation printed from the internet, e.g. internet bank statements.

The school will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness. The school will not accept documents that are not in the candidate's current name as recorded on the application form.

The school will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the school will hold a discussion with the candidate about the reasons why. The school will always aim to check the name on the candidate's birth certificate in order to validate their identity.

The school will compare the candidate's address history with any other information the candidate has provided, such as their CV.

The school will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.

In line with the UK GDPR and Data Protection Act 2018, the school will only retain copies of DBS certificates where there is a valid reason for doing so, and only for as long as is needed to consider the information provided – this will not be for longer than six months.

When information is destroyed, the school may keep a record of the fact that vetting was carried out, the result of this vetting, and the recruitment decision taken.

## **20. After the pre-appointment checks**

Once the pre-employment checks have been completed, the recruitment panel will:

- Agree a start date with the candidate.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the school's SCR.

## **21. Single central record (SCR)**

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.

- All others who work in regular contact with children in the school or college, including volunteers.

## **22. Safer recruitment training**

At least one member of the recruitment panel will have completed formal safer recruitment training.

Staff and governors involved in the recruitment process will have an awareness of information regarding the following:

- The recruitment and selection process
- Pre-appointment and vetting checks, regulated activity and recording of information
- Other checks that may be necessary for, staff, volunteers and others
- How to ensure the ongoing safeguarding of children and legal reporting duties on employers

## **23. Safeguarding**

For references provided to the school, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL will be consulted where appropriate.

The DSL will recognise the school's duty to disclose safeguarding concerns overrides any other duties to an employee, and ensure the school complies with its safeguarding obligations. The DSL will ensure records are kept of all allegations against staff in line with the most up-to-date version of KCSIE.

For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on the confidential personnel file of the accused member of staff. Accurate information based on these records will be given in response to future requests for a reference, where appropriate. Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

## **24. Monitoring and review**

This policy is reviewed annually by the governing board and the Executive Headteacher / Federation School Business Manager.

Any changes made to this policy will be communicated to all members of staff and relevant stakeholders.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

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## **Appendix 1: Policy Statement on the Recruitment of Ex-Offenders**

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### **Exemption from the Rehabilitation of Offenders Act 1974**

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

### **How this affects school based jobs**

All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group.

**Applicants for school based jobs must, therefore, disclose all spent and unspent convictions.**

All applicants who are offered employment in a school will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

Having a criminal record will not necessarily bar someone from working in a school.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Any DBS that contains information (caution, reprimand, conviction, soft information) will be referred to Gloucestershire County Council DBS Panel for consideration.

Schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When reaching a recruitment decision GCC DBS Panel will take the following factors into account:

- 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 the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

- Rape
- Incest

- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs

Other offences which make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

- Violent behaviour towards children or young people
- A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
- A sexual offence against someone over the age of 16
- Any offence involving serious violence
- Drug trafficking and other drug related offences
- Stealing school property or monies
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
- Any conviction which results in a sentence of more than 12 months' imprisonment
- Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

App No:

For office use only

## Application Form for Employment (teaching and support staff)

Thank you for your interest.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

This form is also available in large print, Braille or an audiotape on request.

Application for the post of: \_\_\_\_\_

Position Ref No: \_\_\_\_\_

Name of School / Establishment: \_\_\_\_\_

### Employment History

(Please give details of your current or most recent employment)

Post title	From	To
Employer Name / School / Establishment	Salary / Grade	
Full time / Part Time	Period of notice	
Reason for leaving		
Description of key duties and responsibilities		

### Previous teaching experience

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

				Teachers Only Section			
From	To	Employer / School / Establishment	Position Title	Type of School (Primary, Secondary, Special)	FT / PT or Supply	Age range taught	Reason for leaving

Please give details of any gaps in your employment history

### Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.



**Teachers Only**

DFE or DCSF Ref No \_\_\_\_\_ Date of Qualification \_\_\_\_\_

Have you completed an induction year as a Newly Qualified Teacher?

Yes

No

<b>Age range qualified to teach</b>	
<b>Subjects qualified to teach</b>	

**Training and Development**

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional relevant to this position.

<b>Year Course Taken</b>	<b>Course Title</b>	<b>Date</b>	<b>Outcome - <i>grade achieved where relevant</i></b>

**Driving licence – for positions that involve driving only**

Do you hold a current, full, driving licence, which is valid for driving in the UK?

Yes

- No
- Motorcycle
- Car

### **Criminal Convictions**

#### **For positions working with children, families, and vulnerable adults only.**

Shortlisted candidates will be required to complete a self declaration of their criminal record, including spent or unspent convictions. The declaration will also require you to provide any information which would make them unsuitable to work with children or young people.

- I understand that that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children.

Are you related to or have a close relationship with any existing employee of the School or Governors?

- Yes
- No

If yes, please provide details of their name, job title and your relationship to them:

### **References**

Please give details of two referees, one of whom must be your present employer, (this will usually be your current Executive Headteacher or chair of governors), and the other from your most recent previous employer. This applies to all candidates, including those that are 'internal'. If you are not currently in employment or employed in a school, one of the references must be from the last educational establishment in which you worked. Your referees must have knowledge of your work and character. References will not be accepted from friends or family members.

To comply with safer recruitment practices, references will be taken up on all short-listed candidates, where you have confirmed that the referee can be approached at this stage. Please note, we will seek information about any safeguarding concerns to which you have been subject, whether there is anything that makes you unsuitable to work with children or young people, and whether you have been subject to any formal disciplinary action/warning or capability proceedings.

**Referee one – current or most recent employer**

If you are invited for interview may we approach this referee without further reference to you?	Yes / No
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Name		Title	
Job title			
Email address			
Telephone number			
Address			
Post code			
Relationship to you			

**Referee two – previous employer**

If you are invited for interview may we approach this referee without further reference to you?	Yes / No
---	----------

Name		Title	
Job title			
Email address			
Telephone number			
Address			
Post code			
Relationship to you			

**Personal Details**

<b>Title</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Former name(s)</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Email address</b>	
<b>Telephone number</b>	
<b>Mobile number</b>	

**To help us monitor the success of our advertising, please state where you saw this position advertised.**

I confirm that I am not included on the ISA List 99 of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I understand that that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the County Council will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

### Equal Opportunities in Employment

The School is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

**This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates before interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.**

### What is your ethnic group?

**(a) White**

- British
- Irish
- Any other White background  
*(Please write in below)*

**(b) Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background  
*(Please write in below)*

**(c) Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background  
*(Please write in below)*

**(d) Black or Black British**

- Caribbean

**(e) Chinese**

- Chinese

- Would rather not state**

- African  Any other  
 Any other Black background *(Please write in below)*

Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background;

**Do you consider yourself to have a disability?**

- Yes  No  Would rather not state

**Which of the following best describes your religion/belief?**

- Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  
 None  
 **Other (please specify)**  **Would rather not state**

**Which of the following best describes your sexual orientation?**

- Heterosexual  Gay  Lesbian  Bisexual  Would rather not say  
 Other

**Which of the following best describes your gender?**

- Male  Female  Non-Binary

Date of Birth:     /     /     Age:

**Transgender: Is your gender identity the same as your gender at birth?**  Yes  
 No

**Data Protection**

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of successful candidates will be retained for six months, after which time they will be destroyed.

## Confidential – Reference Request Form

For the attention of the addressee only

We have received consent from the applicant to approach you as a referee. We would be grateful if you could complete the form based on your knowledge of the applicant, providing an accurate, unbiased reference. Please return the form as soon as possible and we will follow up with a telephone call to confirm the information you have provided.

Referees have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission.

Reference For:	
Post Applied For:	
Your Name:	
Your Employer and Job Title:	
Your Relationship to Applicant:	
How long have you known the Applicant:	

### EMPLOYMENT DETAILS

These dates must be completed accurately for safeguarding requirements.

Start Date:		Leaving Date:		Leaving salary:	
-------------	--	---------------	--	-----------------	--

Job Title of current/past role:
Main Duties and Responsibilities:
Why did the applicant leave your employment?

**JOB SPECIFIC ASSESSMENTS**

Please assess the following elements in relation to the applicant:

	Excellent	Good	Satisfactory	Poor
Quality of work				
Commitment to the job				
Relationships with colleagues				
Relationships with customers/service users				
Time keeping				
Organisation skills				
Reliability				

	Yes	No
Did the applicant carry out the duties of their role to the required standard?		

	Yes	No
Having read the information (job description and person specification) provided to you about the role, do you think the applicant would be suitable to carry out the duties? If no, please provide reason(s).		

## CONDUCT

A. Please give details of any disciplinary procedures the applicant has been subject to which are <u>pending and current</u> ?
B. Please give details of any capability procedures the applicant has been subject to which are pending and current? For teaching posts, you must provide information for the <u>past two years</u> including details of the concerns, the duration of the performance improvement plan and outcome
C. Please give details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children and young people, including any which the disciplinary sanction has expired and the outcome of these
D. Please give details of any <b>substantiated</b> allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children and young people. Please include the outcome of those concerns e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved
E. Have you referred the applicant to the Disclosure and Baring Service (formally known as the DBS) on the grounds of misconduct which has harmed or caused risk of harm? If yes, please give details

**Other comments**

	Yes	No
In your opinion is the applicant honest and trustworthy? If no, please state the reasons for your response:		
Do you know of any reason why we should not employ this applicant? If yes, please provide details below		

Equality Act 2010

In accordance with the Equality Act 2010, we have not requested information on the applicant's sickness absence before a job offer has been made. Should the applicant be successful following the selection process, we may contact you again to ask for this information. At that stage, we will ask you to confirm the applicant's sickness absence record over the last 2 years

<b>Signed:</b>	<b>Date:</b>
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**Your contact details:** (please include all)

Telephone:.....

Mobile:.....

E-mail: .....

Under the *Data Protection Act 2018* (and in accordance with the GDPR) any reference, if provided in confidence, is exempt from disclosure under a subject access request. However, there may be other circumstances in which the content could be shared with the employee and/or other parties.

**Issued by:** Human Resources  
**Reviewed:** 02/2022  
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31. [Appendix 4: Model Criminal Declaration Form \(for shortlisted candidates only\)](#)

## **TO BE COMPLETED BY SHORTLISTED CANDIDATES ONLY**

**Model Self-Disclosure for Shortlisted Candidates to Share any Convictions / Cautions / Disqualifications etc**

**Confidential**

### **Declaration of Criminal Record and Other Relevant Information**

#### **Positions Exempt from the Rehabilitation of Offenders Act 1974**

As stated on your application form when you originally applied for your post, because of the nature of the duties the post holder is expected to undertake, you are required to disclose details of any criminal record. The position in which you are working is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, court orders, reprimands and final warnings on your record need to be disclosed.

Only relevant convictions and other information will be taken into account, so disclosure need not be a bar to continuing in your position.

If you declare your criminal record and / or other information and we believe this to have a bearing on the requirements of the post, we shall arrange to discuss the matter with you before any final decision is taken in relation to your role.

If you have any concerns or queries about filling in this declaration, please contact the Executive Headteacher.

You should be assured that the information you give will be kept securely and in accordance with the requirements of the Data Protection Act (ie once no longer required your Self-Disclosure form will be confidentially destroyed). Only the people directly responsible for making the decision will be informed of disclosed information on a need-to-know basis.

.....

**1. Have you ever been released under investigation, arrested, cautioned, convicted or reprimanded ?**

**Yes / No** *(please delete as applicable)*

If yes, please give details

**1a. Is your name included on the ‘Disclosure and Barring Service (DBS) Children’s Barred List’ or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with children?**

**Yes / No** *(please delete as applicable)*

If yes, please give details.

**1.b. Is your name included on the teacher Prohibition list?**

**Yes / No** *(please delete as applicable)*

If yes, please give details.

**1.c. Are you prohibited from taking part in the management of an independent school, including academies and free schools?**

**Yes / No** *(please delete as applicable)*

If yes, please give details.

**1.d. Are you known to any police force or children’s social care?**

**Yes / No** *(please delete as applicable)*

If yes, please give details.

**2. Have you received any convictions, cautions, court orders relating to the care of children, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare (Disqualification) Regulations 2018? NB – disqualification is not the same as being barred by the DBS and includes:-**

- **being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;**
- **grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);**
- **having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering;**

**Yes / No** *(please delete as applicable)*

If yes, please give details

**3. Have you ever lived or worked overseas?**

**Yes / No** *(please delete as applicable)*

If yes, please give details

Country	Dates: to and from	Purpose

**3.a. Have you ever committed any criminal offences in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where convicted?**

**Yes / No** *(please delete as applicable)*

If yes, please give details.

I certify that the information given by me on this self-disclosure form is true to the best of my knowledge and I understand that if subsequently I am found to be materially incorrect, my employer will be entitled to terminate my employment without notice.

**Name (please print clearly):**

**Signed:**

**Dated:**

*(nb if you have signed this electronically, you will be required to sign a hard copy of this form at point of interview)*

*Please return your completed declaration in a sealed envelope to the Executive Headteacher or Chair of Governors (if appointment is for the position of Executive Headteacher) marked Private and Confidential.*