

Each day, discovery.



ELTHAM COLLEGE

18a Recruitment Policy and Procedure

Last reviewed: September 2023



Version Control Information

Reason for Amendment	Name	Date	Main Changes
Annual Review	HR Manager	August 2016	Updated to include reference to new pre-employment checks and procedural revisions.
Annual Review	HR Manager	August 2017	Updated to reflect removal of requirement for Safer Recruitment-trained panel member; para 16: inclusion of section regarding Governors.
Removal of conditional language	HR Manager	February 2018	Removal of conditional language
Updated to reflect ISBA guidance	HR Manager	May 2018	Minor changes for clarity and data protection section updated to reflect GDPR.
Updated in light of KSCIE 2018	HR Manager	July 2018	References for internal candidates and checking legitimacy of electronic references.
Updated in light of revised DfE guidance	HR Manager	September 2018	Removal of Disqualification by Association references
Review	HR Manager	March 2019	None
Annual Review	HR Manager	September 2019	Minor amendments to wording, inclusion of Policy on Recruitment of Ex-offenders, clarification of process to recruit Headmaster and Bursar
Annual Review	HR Manager	April 2020	None
Review	HR Manager	January 2021	Removal of reference to EEA pre-employment checks
Annual Review	HR Manager	August 2021	Minor amendments to wording for clarity.
Annual Review	HR Director	August 2023	Updates regarding online searches, and self-declaration form.

Other Related Documents

- Policy on the Recruitment of Proprietors and Governors;
- Safeguarding Policy (including Child Protection);



- Equal Opportunities Policy (Workers);
- Staff Privacy Notice;
- Data Protection Policy;
- Accessibility Plan.



- **Introduction**

Eltham College (“the School”) is committed to providing the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School’s Application Form and recruitment process must be directed to Emma Hutchinson, HR Director.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

All checks will be made in advance of appointment or as soon as practicable after appointment.

- **Scope**

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School sets out their safeguarding requirements in the contract between the organisation and the School. The School must obtain written confirmation from the agency or company that it has carried out the same checks as the School would otherwise perform on any individual working at the school (or who will be providing education on the school’s behalf, including through online delivery). The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as ‘pre-employment’ checks). The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governors, and who carries overall responsibility for the day-to-day management and control of the charity. For the Eltham College family of schools, this would be the Headmaster/CEO.



- A person who is accountable only to the Head or the governors, and who is responsible for the overall management and control of the charity's finances. At Eltham College, this would be the Bursar.

Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

● **Aims**

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

- to recruit staff of the highest possible quality who will maintain and indeed, improve the education that the School offers, and who will contribute to the academic, co-curricular and pastoral life of the School;
- to ensure that all staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all staff appointments are made fairly and transparently, and that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age;
- to ensure compliance with the relevant recommendations and guidance including Keeping Children Safe in Education, Safeguarding Children: Safer Recruitment and Selection in Education Settings and the Disclosure and Barring Service Code of Practice;
- 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.

● **General Principles**

The recruitment process must be professional and thorough, but warm and welcoming. All applicants for posts, whether successful or not, should take away a positive image of the School.

All selection panels should include at least one member of staff who has received training in safer recruitment practices. The HR department maintain this list.



In addition to the above, everyone involved in the recruitment process must be given appropriate training and be aware of their responsibilities under the relevant legislation. This training will normally be undertaken by a competent person within the Senior Leadership Team or the HR Director.

The final decision on all appointments is made by the Headmaster (for teaching roles) or by the Bursar (for support roles). No appointment may be made without their involvement, with the exception of the following:

- Visiting music teachers;
- Catering staff who are appointed by the relevant contractor, within the agreed budget.

Members of the Senior Leadership Team (including the Bursar) are appointed by the Headmaster in conjunction with one or more Governors. The Headmaster is appointed by the Board of Governors.

The same selection panel members are normally involved in both the shortlisting and interview process.

Panel members must declare if they know any of the applicants, and in what capacity. If a panel member is related to or friends of the candidate, it is likely that the panel member will be asked to withdraw.

● **Child Protection and Safeguarding**

To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people, the following steps are taken:

All job descriptions will carry the following statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead.

All applicants are required to submit a completed application form containing questions about their academic and employment history and suitability for the role, together with a supporting statement. Incomplete application forms will not be accepted.

For teaching roles, references are sought in advance on all applicants invited for interview and any safeguarding queries explored with the applicant and/or referee.

For support staff roles, references are sought in advance of interview on all applicants where possible. Where candidates indicate that they do not wish referees to be contacted at interview stage, references are taken up on the successful candidate as soon as possible after an offer of employment has been made and accepted.

All job offers are made subject to satisfactory checks (see section 13 & 14 below).

The induction programme ensures that all appointees understand the School's safeguarding procedures.



- **Authorisation to Recruit**

The need for an appointment is identified by the line manager and authorisation to recruit is given by the Headmaster, after consultation with the Bursar regarding budget implications.

- **Job Specification**

Before any recruitment can commence an up to date job specification must be produced.

In the case of an existing post, the current job specification must be reviewed to ensure it reflects the current duties and responsibilities of the post and current “house” style.

- **Advertisements**

All advertisements must be set out in the current school “house” style.

Advertisements are placed by the HR department in the national or local press, appropriate internet job boards and the School website, as appropriate. Headhunters and recruitment agencies may also be used. The advert will give the job title, a brief description of the job, the date when employment should commence and will direct all applicants to access the school website for application forms and further details.

Details for candidates are made available on the website. These will include:

- An introduction to the School;
- An introduction to the department (where appropriate);
- A summary of the vacant role;
- A summary of the terms and benefits of the role;
- Directions regarding how to submit an application; and
- The following statements:

SAFEGUARDING

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School’s Safeguarding Policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary or regulatory proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

EQUAL OPPORTUNITIES

Eltham College is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

All vacancies are also circulated internally. The School reserves the right to advertise positions to internal candidates only, in order to encourage internal promotion and publicise career development opportunities for existing staff.



- **Applications**

All candidates must complete the standard School application form and provide an accompanying covering letter. Curriculum vitae alone will not usually be accepted. Applications include an equal opportunities form (which is removed from the application pack shared with shortlisting decision makers).

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

Applications are acknowledged and collated by the HR department. All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

- **Shortlisting**

The Headmaster (for teaching posts), Bursar (for support posts) and at least one other relevant member of the SLT or an appropriate line manager assesses the relevance and applicability of the candidates' professional attributes and personal qualities against the criteria required for the role, considering any inconsistencies, looking for gaps in employment and reasons given for them and exploring all potential concerns, before drawing up a shortlist for interview. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

The Headmaster/Bursar advises the HR department of the shortlisted candidates and the timing and format of the interview day(s).

- **Invitation to Interview**

The HR department invites shortlisted candidates to interview and provides all necessary information. The HR department also obtains permission to approach referees, seeks a self-declaration form, enquires as to whether any disability related adjustments are required and arranges any overnight accommodation where necessary.

Expenses for travel are refunded through the Bursary.

Short-listed candidates are required to bring a hard copy of their signed self-declaration form as well as documents confirming their identity (i.e. driving-licence, passport) and qualifications (certificates etc.) to the interview. A photocopy of these is taken, signed and dated by the person making the copy and placed with the recruitment documentation.

- **Interview Process**

The interview will usually include a tour of the School with a senior member of staff or prefect, interviews with the Headmaster (or Deputy in his absence) or Bursar and Head of Department. For academic staff, the process also includes the teaching of part or all of a lesson. Notes are made of the interview.



Questions and tasks for all interviews must be determined in advance and equally applied to all candidates. It is entirely appropriate to supplement these with questions arising from the candidate's initial application and to follow up on any areas requiring clarification or further detail. Candidates may also be questioned on any matters arising from references received prior to the interview, where permission has been given by the referee to do so.

Candidates must be asked to explain any gaps in their employment and education history. The reasons given must be recorded by the panel as part of the interview notes.

Interviews must include questions to assess the candidate's attitude to safeguarding and child protection.

● **Appointment**

Those staff involved within the selection procedure meet, ideally on the same day, to discuss and select the preferred candidate. The Headmaster (for teaching roles) or Bursar, head of department or HR Director (for support roles) will make the offer of a post by telephone as soon as is possible and then confirm the offer in writing.

The HR department follows up by sending a new starter pack containing the following:

- Detailed offer letter;
- Contract of employment;
- Additional details form;
- Medical questionnaire;
- Disclosure and Barring Service application guidance;
- HMRC Starter checklist;
- Staff Handbook, Keeping Children Safe in Education Part 1 and Staff Handbook declaration.

Once the offer has been verbally accepted, all other applicants are informed of the completion of the process.

The successful candidate is invited back to the School by the relevant Head of Department to familiarise themselves with the School, staff and further details of the post before taking up the role.

● **Pre-employment Checks**

The appointment is conditional on the following being completed satisfactorily (alongside all other requirements set out in Appendix 1):

- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
- Satisfactory online searches;



- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012:
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered; **For an EEA teaching candidate:** This shall include the candidate providing the School with proof of their past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
- Satisfactory medical fitness;
- For a candidate employed in the provision or management of before and after school care for children under the age of 8, receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)";
- For a candidate to be employed into a senior management position as set out above under "Scope of this Policy", receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
- Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Staff Privacy Notice and Data Protection Policy. This information will be reviewed against the physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

References from two referees are sought in advance on those invited for interview, using the standard reference form. References will include the previous employer and the last school at which the applicant worked, if they are not the same. All referees are asked if they know of any reason why the applicant should not work with children. References may also be requested from academic or character referees where appropriate.

Where references are provided electronically, the HR department is responsible for undertaking appropriate checks to ensure that these are from a legitimate source. This might include confirming that they are from an individually attributable email address, are from a known email domain,



correspond with email addresses published on the relevant company website and/or verification by telephone.

For internal candidates, a reference from a senior person with appropriate authority will be sought prior to interview. Other checks on the list above may need to be undertaken or updated depending on the nature of the post applied for.

The successful candidate should only begin work if all checks are completed (see also Section 15).

● **Criminal Records Policy**

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the school will accept a check from another educational institution which are as follows:

This is where the new member of staff (“M”) has worked in: –

- *A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;*
- *A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or*
- *An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,*

during a period which ended not more than three months before M’s appointment.

In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. They must also present the original certificate to the School for verification. A new barred list check will be required.

If disclosure is delayed

If an Enhanced DBS check has been applied for, but not yet received, the person may start work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be engaging in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- All other checks have been completed and are satisfactory, and;



- The person in question is informed what these safeguards are; and
- The Headmaster/Bursar has written a risk assessment to show that this person will be supervised until the disclosure has arrived, and;
- This risk assessment is reviewed regularly.

The completion of these checks will be recorded by the HR department on the Single Central Register.

- **Retention of Records**

The School will comply with its obligations regarding the processing, retention and security of records in accordance with its Data Protection Policy, Privacy Notices and the DBS Code of Practice.

The School will comply with its data protection obligations in respect of the processing of sensitive personal data, such as medical and criminal records information. More information on this is included in the Staff Privacy Notice and the Data Protection Policy .

- **Delegated Authority**

The Headmaster and Bursar may choose to delegate any or all of their responsibilities to an appropriate member of staff. The Headmaster and Bursar are responsible for ensuring that the member of staff is fully aware of their obligations as described above.

- **Recruitment of Specific Groups**

Governors

Governors are appointed according to the requirements of the Articles of Associated and in line with the school's Policy on the Recruitment of Proprietors and Governors.

Headteacher

Recruitment will follow the process for other staff, but the process will led by the Chair of Governors and involve other individuals as the Chair deems appropriate.

In addition to the vetting checks prescribed by the Independent Schools Inspectorate, the appointment of the Headmaster will also be conditional on the successful candidate satisfactorily undertaking a medical examination by an independent medical professional.

Bursar

Recruitment will follow the process for other staff, but the process will led by the Headteacher in consultation with the Governors.

Volunteers

Volunteers may be recruited through a variety of methods including but not limited to recommendations by trusted individuals, speculative approaches and direct advertising.

'One-off' volunteers for day outings, school concerts and such do not require vetting checks but they should not be unsupervised and must not undertake any kind of personal care.

The School will apply a risk based approach when deciding what checks, if any should be undertaken in respect of volunteers.



All volunteers are subject to an informal interview.

Where a volunteer is unsupervised and works in 'regulated activity', the school will carry out an Enhanced level DBS check with a check of the Children's Barred List.

Where a volunteer is supervised, the school will consider the following when deciding whether or not to apply for a DBS check:

- the nature of the work with children;
- what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- whether the role is eligible for an enhanced DBS check.

Where appropriate, references are sought and we check with the school community for any concerns.

Where any or all of the above checks are carried out, these are recorded by the HR department on the Single Central Register.

Peripatetic Music Teachers and Sports Coaches

In line with regulatory guidance, peripatetic music teachers and sports coaches are deemed to be 'staff' for the purposes of vetting checks. As such, they are subject to the procedures in section 14 of this policy.

Self-employed Contractors (other than those in section ii above)

Self-employed contractors may be vetted by their professional associations, where this is available to them. In such cases, the School obtains confirmation of such checks from the professional association.

Where the self-employed contractor is not able to be vetted by a professional association, the School assists by processing appropriate checks on their behalf. If no checks are in place, then they are supervised whilst on site.

The HR department must be informed when the School intends to use a new contractor so that that the checks are in place before they do any work for us.

The School checks the identity of all contractors upon their arrival on site.

Contractors Employed by Third Parties

The employing organisation is responsible for providing confirmation that appropriate checks have been carried out on their staff, including Enhanced DBS checks. If they cannot do so, then their staff must be supervised whilst on site.

The Head of Maintenance operates a preferred supplier list so that the number of maintenance contractors is kept to a minimum and to ensure that we keep track of our decisions and information regarding checking them.

The HR department must be informed when the School intends to use a new contractor so that that the checks are in place before they do any work for us.



The HR department is responsible for contacting the companies with a standard email asking them to confirm the checks that have been carried out.

The School checks the identity of all contractors upon their arrival on site.

Occasional/Temporary Contractors

If it is not possible to find workers at short notice who have already been checked, the School will use its discretion in relation to occasional or temporary contractors.

In these circumstances, a risk–assessment approach will be taken, which may mean supervising the contractors whilst they are on site.

Student Teachers

Student teachers undertaking placements at the School will have been checked by their academic organisation. The student is asked to present their disclosure certificate and proof of identity upon arrival.

Supply Teachers and Other Agency Staff

Where supply teachers or other agency staff are engaged, the HR department obtains confirmation from the agency that they have carried out the following checks:

- Identity check;
- Barred list check (for all posts meeting the definition of ‘regulated activity’);
- Enhanced DBS check;
- Professional qualifications check;
- Proof of right to work in the UK;
- Medical fitness;
- Overseas checks (where applicable);
- Previous employment history;
- Two satisfactory references;

The completion of these checks is recorded by the HR department on the Single Central Register.

Supply staff are required to present their disclosure certificate and proof of identity upon arrival.



Appendix 1: Policy on the Recruitment of Ex-Offenders

- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.
- The statutory guidance “Disqualification under the Childcare Act 2006” applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.
- The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Headmaster immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the [Head/Bursar] for more details.
- If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.
- If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate’s suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.



Appendix 2: Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

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

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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

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, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

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

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