



Sidcot  
Live Adventurously

---

**Policy Name: Recruitment, Selection and Disclosure Policy and Procedure**

**Policy Number: 9.13**

**Date: 6 October 2018**

---

---

## Table of Contents

1	<a href="#">Purpose</a> .....	3
2	<a href="#">Scope</a> .....	3
3	<a href="#">Application Process</a> .....	3
4	<a href="#">Recruitment and Selection Procedure</a> .....	5
5	<a href="#">Contractors and Agency Staff</a> .....	11
6	<a href="#">Policy on Recruitment of Ex-offenders</a> .....	11
7	<a href="#">Referrals to the DBS and National College for Teaching and Leadership (NCTL)</a> .....	13
8	<a href="#">Queries</a> .....	13
9	<a href="#">Review Cycle</a> .....	13
10	<a href="#">Document Change History</a> .....	14

---

## 1 Purpose

1.1 The Board of Governors and Senior Leadership Team of Sidcot School are committed to providing the highest standards of education and development of children and young people in its care, in line with its Quaker ethos, whilst safeguarding and promoting their welfare. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

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

1.2.1 To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;

1.2.2 To ensure that all job applicants are considered equally and consistently;

1.2.3 To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;

1.2.4 To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE) 2018, Disqualification Under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and

1.2.5 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.

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

## 2 Scope

2.1 This policy, applies to staff directly recruited and employed by the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include volunteers and governors. Please refer to policy 9.13a Recruitment of governors, trustees and proprietors, policy 9.14 volunteers and 9.27 supervision of staff (regarding supervision of contractors and unchecked staff).

2.2 This policy forms part of the School's suite of safeguarding policies and is available on the School website, on the intranet, and in hard copy form free of charge. It may be made available in other accessible formats, where practicable, upon request.

## 3 Application Process

3.1 Applications will only be accepted from candidates completing the School's application form in full. Incomplete application forms will be returned to the Applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. The application form is an essential element in the

---

process of being shortlisted for an interview. Curriculum vitae will not be accepted in substitution for a completed application form. However, a curriculum vitae (no longer than 2 sides of A4) may be included in support of the application. A covering letter (no longer than one side of A4) may also be sent with the application.

3.2 Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions, person specifications and the School's Safeguarding and Child Protection Policy are available to download from the School's website.

3.3 The Applicant may then be invited to attend a formal interview at which his / her relevant skills and experience will be discussed in more detail.

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

3.4.1 The agreement of a mutually acceptable start date and the signing of a written statement of employment particulars;

3.4.2 Verification of the Applicant's identity (where that has not previously been verified);

3.4.3 The receipt of at least two references (one of which must be from the Applicant's most recent employer) which the School considers to be satisfactory, if not already received;

3.4.4 For teaching positions; confirmation from the National College for Teaching and Leadership that the Applicant is not subject to a prohibition order or any other restrictions on their ability to work as a teacher;

3.4.5 Where applicable a check to confirm that the Applicant is not subject to any EEA prohibitions/sanctions that the School deems unacceptable;

3.4.6 Verification of the Applicant's medical fitness for the role (please refer to paragraph 4.3.3);

3.4.7 Any checks which the School deems necessary to fulfil its 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' ("the Prevent" duty);

3.4.8 Where the position amounts to 'regulated activity' (please refer to paragraph 4.5.6\*) the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

3.4.9 Where the position amounts to 'regulated activity' confirmation that the Applicant is not named on the Children's Barred List\*;

3.4.10 Where appropriate, confirmation that the Applicant is not prohibited from being involved in the management of an independent school (S128 direction);

3.4.11 Where applicable, confirmation that the Applicant is not disqualified from working in connection with Early or Later Years (EYP / LYP) provision (see section 4.6);

3.4.12 Verification of the Applicant's right to work in the UK;

3.4.13 Any further checks the School considers are necessary as a result of the Applicant having lived or worked outside of the UK; and

3.4.14 Verification of professional qualifications which the School deems a requirement for the post, or which the Applicant otherwise cites in support of their application (where they have not previously been verified).

---

## 4 Recruitment and Selection Procedure

### External candidates

#### 4.1 Pre-employment checks

4.1.1 In accordance with the recommendations set out in KCSIE, DUCA, the requirements of The Education (Independent School Standards) Regulations 2014 and the National Minimum Standards for Boarding schools; the School carries out a number of pre-employment checks in respect of all prospective employees.

#### 4.2 Verification of identity and address

4.2.1 All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications. The documents will also satisfy the requirements of the DBS identity checking guidelines. Applicants will be forwarded a list of valid documents when invited for interview, but may request a copy in advance by contacting the School's HR Administrator.

4.2.2 Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

4.2.3 The School asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that the School may verify the identity of and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

#### 4.3 References

4.3.1 References will be taken up on short listed candidates prior to interview where possible. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

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

4.3.3 All referees will be asked whether they believe the Applicant is suitable for the position which they have applied for, and whether they have any reason to believe that the Applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role for which the Applicant has applied. If the Referee is a current or previous employer, they will also be asked to confirm the following:

- The Applicant's dates of employment, salary, job title, duties, reason for leaving, performance, and disciplinary record. Questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made
- Whether the Applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted

---

from allegations which were found to be false, unsubstantiated or malicious;

- Whether any allegations or concerns have been raised about the Applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious; and
- Whether the Applicant could be considered to be involved in 'extremism', could be considered to have been radicalised or involved with terrorism. "Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.

4.3.4 The School will only accept references obtained directly from the referee, and it will not rely on references or testimonials provided by the Applicant or on open references or testimonials. All electronically provided references from an external source will be verified.

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

4.3.6 The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

4.3.7 Criminal Records and Barred List Checks

- Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as 'spent' under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.
- Since 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

4.4 For those aged 18 or over at the time of an offence

4.4.1 An adult conviction for an offence committed in the United Kingdom will be removed from a DBS Disclosure if:

- Eleven years have elapsed since the date of conviction
- It is the person's only offence; and
- It did not result in a custodial sentence

4.4.2 It will not be removed under any circumstances if it appears on a list of 'specified offences' which must always be disclosed. If a person has

---

more than one offence on their criminal record, then details of all their convictions will always be included.

4.4.3 A caution received when a person was aged 18 or over for an offence committed in the United Kingdom will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of 'specified offences'.

#### 4.5 For those aged under 18 at the time of an offence

4.5.1 A conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- Five and a half years have elapsed since the date of conviction
- It is the person's only offence; and
- It did not result in a custodial sentence

4.5.2 Again, the conviction will not be removed under any circumstances if it appears on the list of 'specified offences', or if a person has more than one offence on their criminal record.

4.5.3 A caution received when a person was aged under 18 for an offence committed in the United Kingdom will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of 'specified offences'.

4.5.4 The list of 'specified offences' which must always be disclosed includes a large number of offences, which is comprised of certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of 'specified offences' can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

4.5.5 The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

4.5.6 It is for the School to decide whether a role amounts to 'regulated activity' taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time, or voluntary posts which are supervised.

4.5.7 The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the **original** disclosure certificate is provided to the School within two weeks of it being received by the Applicant. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

4.5.8 If there is a delay in receiving a DBS disclosure the Headmaster has discretion to allow an individual to begin work on a provisional basis pending receipt of the disclosure certificate "under controlled conditions". This will

---

only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision or other measures have been put in place subject to a risk assessment requiring fortnightly review. Please refer to policy 9.27 supervision of unchecked staff.

4.5.9 DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal record check from the relevant jurisdiction(s). Pending receipt of the overseas information, a risk assessment will be completed to determine whether or not the Applicant will be permitted to start work.

4.5.10 A pre-existing DBS check will be accepted from an Applicant who has subscribed to the DBS update service, but a barred list check will be required.

4.5.11 There are limited circumstances where the School may (but is not obliged to) accept a pre-existing DBS check where the Applicant has worked in a relevant School or college within 3 months of appointment – it is the School's usual policy to require a fresh DBS check. In any event; a fresh separate barred list check will be obtained.

#### 4.6 Childcare disqualification requirements

4.6.1 The Childcare Act 2006 (the Act) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (the Regulations) state that it is an offence for the School to knowingly employ anyone in connection with our Early Years provision (EYP) or Later Years' childcare provision (LYP) (under 8s) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.

4.6.2 The disqualification requirements apply to the following staff:

4.6.1.1 EYP - any member of staff who provides any care for a child from birth until 1 September following their 5th birthday. This applies to all early years' provision during and outside school hours, and will include breakfast clubs, lunchtime supervision and after school care provided by the school both during and outside of school hours for this early year's age range.

4.6.1.2 LYP (for children under 8) – staff who are employed to work in childcare provided by the School outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams), but it does include before school settings, such as breakfast clubs, and after school provision.

4.6.1.3 The Regulations also apply to staff who are responsible for managing either the early or later years' provision in that setting – this includes the Headmaster and any other members of the senior management or leadership whom the School deems appropriate.

4.6.3 Some roles at the School may involve the provision of childcare in EYP or LYP on an occasional basis. They will not automatically fall within the scope of the Regulations and the School will therefore consider whether they do on a case by case basis. The Regulations only apply to a limited



---

number of roles within the School, but do extend beyond employees to governors and volunteers who carry out relevant work in EYP or LYP.

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

- Having been cautioned (after 6 April 2007) for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas
- Various grounds relating to the care of children, including where an order is made in respect of a child under the person's care
- Having been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), having been disqualified from any such registration or having had that registration cancelled;
- Having been refused an application for registration of a children's home or having had any such registration cancelled;
- Having been prohibited, restricted or disqualified from private fostering; or
- All applicants to whom an offer of employment is made to carry out a relevant role in EYP or LYP will be required to complete a Self-Declaration Form confirming whether they meet any of the criteria for disqualification under the Regulations. The School will decide whether a role is relevant and within the scope of EYP or LYP by having regard to the guidance in DUCA. Employment with the School in any relevant role will be conditional upon completion of the Self-Declaration Form and upon the Applicant not being disqualified. The School cannot permit any person who is currently disqualified to start work in a relevant role. The School also reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the School, any information disclosed in the Self-Declaration Form renders that person unsuitable to work at the School.

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

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed;
- copy of the relevant order or conviction.

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

4.6.7 For the avoidance of doubt the School does not require applicants to request any criminal records information directly from the DBS. The School

---

only requires applicants to provide relevant information about themselves "to the best of their knowledge".

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

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

4.6.10 After making this declaration, staff in a relevant role are under an on-going duty to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Any failure to disclose current relevant information or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct.

#### 4.7 Medical fitness

4.7.1 The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

4.7.2 Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the School's HR Administrator so that appropriate arrangements can be made.

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

#### 4.8 Internet Search

4.8.1 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. An internet search will be undertaken to check whether the applicant could be considered to be involved in 'extremism please refer to paragraph 4.3.3 above for the definition applied to "extremism.".

#### 4.8.2 Internal candidates

Depending on the nature of the role additional checks may be required as applicable, together with references on the relevant form.

#### 4.8.3 Automatic disqualification rules for charities

---

There are rules which disqualify certain people from being a senior manager or finance director of a charity if they have certain unspent convictions, insolvent or if other circumstances apply and no waiver has been granted. The relevant check will be undertaken at the time of appointment of a senior manager or Finance Director.

## **5 Contractors and Agency Staff**

5.1 Please refer to policy 9.27, supervision of staff. In the case of agency or contract workers; the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks.

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

5.3 A risk assessment must be completed for all temporary contractors to determine what checks are required, and the level of supervision.

## **6 Policy on Recruitment of Ex-offenders**

6.1 The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment within the School. Each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 6.4 below.

6.2 All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see paragraph 1.5 above). Failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

6.3 It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make a report to the Police and / or DBS if:

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

### **6.4 Assessment criteria**

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

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

6.4.2 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 of the following offences:

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

6.4.3 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.

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

## 6.5 Assessment procedure

6.5.1 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by the Applicant during the recruitment process or obtained through a disclosure check; the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by a member of the Senior Leadership Team of the School before a position is offered or confirmed.

6.5.2 If the Applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the Applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the Applicant has had a reasonable opportunity to challenge the disclosure information.

## 6.6 Retention and security of disclosure information

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

6.6.2 In particular, the School will:

6.6.2.1 Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior leadership team and HR staff.

6.6.2.3 Not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The School will keep a record of the date of a

---

disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken

6.6.2.4 Ensure that any disclosure information is destroyed by suitably secure means such as shredding; and

6.6.2.5 Prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

## 6.7 Retention of Records

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

6.7.2 This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained in accordance with the School's Digital Security policy (12.2).

6.7.3 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after twelve months.

## 7 Referrals to the DBS and National College for Teaching and Leadership (NCTL)

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

7.1.1 Has applied for a position at the School despite being barred from working with children; or

7.1.2 Has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

7.1.3 If the individual referred to the DBS is a teacher; the School may also decide to make a referral to the NCTL.

## 8 Queries

8.1 If an applicant has any queries on how to complete the application form or any other matter they should contact the School's HR Administrator.

## 9 Related Policies

2. 1 Safeguarding and Child Protection Policy

9.1 Equal Opportunities - staff

9.13a Recruitment of Governors, Trustees and Proprietors

9.14 Volunteers policy

---

9.26 Providing References policy

9.27 Supervision of Staff policy

12.2 Digital Security

## 10 Review Cycle

10.1 Next Review Date: October 2019 in conjunction with the Board's Annual Safeguarding Review– or sooner if incident, practice, regulations or legislation dictates.

10.2 The Director of Operations is responsible for ensuring the annual review of this policy in conjunction with the Board of Governors. However, sooner review will be required if any weaknesses or deficiencies regarding the recruitment and selection of staff or disclosures are identified, or changes in regulations occur

## 11 Document Change History

<b>Date of Change</b>	<b>Detail significant changes and any new legislation / guidance taken into account</b>
01.12.2015	Updated and formatted.
08.02.2016	Updated to include Prevent Duty and EEA Restrictions/Prohibitions
18.06.2016 Policy adopted by the Board	Addition of reference to Governing Body (1.1), where policy is available (2.2), internal candidates (3,11), related policies section amended, clarification of review cycle (5).
12.08.2016	Where EEA check is required as per KCSIE 16
08.10.2016	Adoption by Board as part of annual safeguarding review. Clarification of controlled conditions
06.05.2017	Formatted, paragraph 6.7.3 regarding retention of records for an unsuccessful candidate amended to 12 months (from 6) in line with School's digital security policy.
07.10.2017	References updated, policy reviewed by the Board at the Annual Safeguarding Review.
6.10.18	Reviewed and adopted by Board  4.3.4 Updated in the light of Keeping Children Safe in Education 2018, to reflect that electronically provided references must be verified.  4.6 – updated to reflect change to the rules around disqualification by association which no longer applies to schools pursuant to the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018  4.8.3 Additional check for senior managers and finance director.

---