



THE BUCHAN SCHOOL



KING WILLIAM'S COLLEGE

King William's College, The Buchan School and The Buchan Nursery Recruitment Policy and Appointments Procedure

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Next Review Date: 09/22

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Introduction

King William's College, The Buchan School and The Buchan Nursery ("The School") is committed to providing the best possible care and education to its pupils and to safeguard and promote the welfare of children and young people. 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.

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

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, regulatory recommendations and guidance including the statutory guidance published by the Isle of Man Department for Education and Children (Control of Employment Legislation and Policy and Procedures for Recruitment of Teachers and Lecturers), Keeping children safe in education (September 2021) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- 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

RECRUITMENT AND APPOINTMENTS PROCEDURE

The Head of Human Resources co-ordinates all appointments to posts at King William's College, The Buchan School and The Buchan Nursery.

Advert

The following information will be included when defining a role:

- the skills, abilities, experience, attitude, and behaviours required for the post; and
- the safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children.

The advert will include:

"King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes 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, he/she must report any concerns to the Designated Safeguarding Lead or Principal."

Job Details

The following template will be used when supplying job details for prospective candidates:



KING WILLIAM'S COLLEGE

[insert job title] - Job Details

- Title:** [insert specific title]
- Reports to:** [insert line manager title]
- Department Team:** [insert department staffing here]
- Job location:** King William's College
- Pension:** Contributory Scheme Available



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potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead or Principal.



The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. The School enjoys a magnificent setting facing Castletown Bay in the south of the Isle of Man. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, College merged with the Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than 2 miles apart and the Buchan provides Nursery (currently operated by an external provider) and Junior School curricula for children from 3 years to 11 years of age. The Senior School provides a non-selective education up to GCSE/IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently 180 children at the Buchan School (excluding the Nursery) and 370 at the senior school of whom 110 are in the Sixth Form. There are 2 boarding houses at College with a total of around 100 boarders, many of whom are from overseas. Although there is now a large number of day pupils, the School retains much of the structure and ethos of a boarding school. College is a Church of England Foundation although the pupil body includes those of many faiths.

The Senior School is now run on year-group lines for academic purposes while the House system has been retained for social interaction including House Music, Drama and other cultural activities. The College is widely recognised as a leading IB Diploma school and was the first UK school to abandon the A Level system and adopt the IB in the same year. The College has been named 'Sunday Times International Baccalaureate School of the Year', a testimony to its commitment to the highest educational standards.

The College site is dominated by the main school building with its quadrangle and clock tower. There is a range of specialist buildings of varying ages. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

The [Insert] Department

[insert department information]

Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

Competitive rates of pay;

Lunch each day when the kitchen is operational;

Access to the Contributory/Isle of Man Teachers' Pension Scheme [delete as appropriate];

Professional development and ongoing CPD through internal and external training;

Generous School Fee Discounts for full time staff.

Private medical insurance for full time staff. [is this for all staff?]

The Role

[insert purpose of the job]

Key Duties and Responsibilities

[insert main duties and key responsibilities]

Attend training days as required.

Have read and understood the school's safeguarding policy and procedures.

Qualifications Required [this section is optional – delete if not appropriate]

Probationary Period

This post carries a probationary period of [insert length of probationary period]

Remuneration [delete as appropriate]

[Teaching staff]

King William's College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed. Rates of income tax are very generous. A remission of up to 75% of fees is available for the successful applicant's children when they enrol at The Buchan or above at King William's College. Accommodation may also be available under some circumstances. The appointment is pensionable and the College participates in the Isle of Man Government's Teachers' Pension

Scheme. If you are a member of the Teachers' Superannuation Scheme in the UK you can apply to transfer your pension fund to the Isle of Man Scheme but you must start the process within your first year of employment.

[Non-teaching staff]

King William's College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed. A remission of up to 75% of fees is available for the successful applicant's children when they enrol at The Buchan or above at King William's College. The appointment is pensionable and the College participates in a contributory pension scheme.

Applications

A completed application form together with a covering letter should be submitted by post to: HR Department King William's College Castletown Isle of Man IM9 1TP or by email to: hr@kwc.im



Application

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. 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. Curriculum Vitae will not be accepted in place of the completed application form.

Interview

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

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two (three for teaching staff) references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teacher Regulation Agency (TRA) which renders them unable or unsuitable to work at the School;
- for applicants who have carried out teaching work outside the UK/Isle of Man, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School;
- where the position amounts to "regulated activity" (see below) the receipt of an enhanced disclosure with barred list check from the DBS which the School considers to be satisfactory
- where the position amounts to "regulated activity" (see below) confirmation that the applicant is not named on the Children's Barred List*;
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School;
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School;
- confirmation that the applicant is not disqualified from working in connection with early or later years provision (if applicable, see below);
- verification of the applicant's medical fitness for the role (see section 3 below);
- verification of the applicant's right to work in the UK/Isle of Man;
- any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified)

*The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS with barred list check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently. Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.

Medical fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. It is the School's practice that all applicants to whom an offer of employment is made must complete a Health Declaration. The School will arrange for the information contained in the Health Declaration to be reviewed by the School's medical advisor. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

Where relevant, 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 HR Department so that appropriate arrangements can be made.

Pre-employment checks

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the Education (Independent School Standards) Regulations 2014 and the Boarding schools: national minimum standards (April 2017) the School carries out a number of pre-checks in respect of all prospective employees. In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

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

Verification of identity and address

All applicants for teaching posts who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK/Isle of Man, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form. Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and sight of a birth certificate) in accordance with KCSIE 2021. Proof of date of birth and name 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. For non-teaching posts, these documents are required upon a verbal offer of employment. Employment will not commence until all checks are completed successfully.

References

References will be taken up on short listed candidates prior to interview for teaching staff, and other staff where possible. Please note that no questions will be asked about health or medical fitness prior to an offer of

employment being made. All offers of employment will be subject to the receipt of a minimum of two references (three for teaching staff) 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.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

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

(*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. The School may at its discretion make telephone contact with any referee to verify the details of the written reference provide.

Offer of Employment

A formal letter of appointment will always be sent confirming terms and conditions of employment. The following documentation will be enclosed:

- Safeguarding Policy
- Keeping Children Safe in Education 2021 (Part 1 and Annex A)
- Identification of Designated Persons
- Social Media Policy
- ICT Acceptable Use Policy
- Medical Fitness Declaration
- Staff Code of Conduct

Disclosure and Barring Service check (DBS)

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:

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

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. 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". For those aged under 18 at the time of an offence 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.

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. 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".

The list of "specified offences" which must always be disclosed this contains a large number of offences, which includes 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>

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

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00am and 6.00am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

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

The DBS 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. Original certificates should not be sent by post. Applicants must bring the original certificate into the School within two weeks of it being received. A convenient time and date for doing so should be arranged with the HR Department as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the HR Department. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

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), a certificate of good conduct and/or references from any employment held. Work can only commence once the overseas information has been received and only if the School has considered that information and confirmed that the applicant is suitable to commence work at the School.

DBS Update Service

The School requires individuals to join the DBS update service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. Before using the Update Service, the School will:

- **obtain consent from the applicant to do so;**
- **confirm the certificate matches the applicant's identity; and**
- **examine the original certificate to ensure that it is for the appropriate workforce and level of check.**

Procedure following the disclosure of a criminal offence

An applicant's suitability for employment by King William's College will be judged in the light of the results of all the relevant pre-appointment checks carried out. The fact that a person has a criminal record does not automatically make that person unsuitable for work with children. Upon receipt of a Disclosure of a criminal offence from the DBS checks, the Principal will make a judgement about suitability, considering only those offences which may be relevant to the particular position or situation in question.

In deciding the relevance of convictions, the following will be considered:

- the nature of the offence: In general, convictions for sexual, violent or drug offences will be particularly strong contra-indications for work with children;
- the nature of the appointment: often the nature of the appointment will help to assess the relevance of the conviction. For example, serious sexual, violent, drug or drink offences would give rise to particular concern where a position is one of providing care. Driving or drink offences would be relevant in situations involving transport of children;
- when the offence was committed: offences which took place many years in the past may often have less relevance than recent offences. However, convictions for serious violent or sexual offences or serious offences involving substance abuse are more likely to give cause for continuing concern than, for instance, an isolated case of dishonesty committed when the person was young. The potential for rehabilitation should be weighed against the need to protect children;

- the frequency of the offence: a series of offences over a period of time is more likely to give cause for concern than an isolated minor conviction.

If a Disclosure reveals that the DBS has placed the applicant on the Children and /or Adult's barred lists, the applicant will not in any circumstances be appointed.

It is the responsibility of staff to be aware of legislation regarding 'disqualification by association'. Staff are expected to disclose such information to The Principal, if they believe they may be subject to disqualification by association. The Principal will then liaise with a Governor and, if appropriate, the Isle of Man Safeguarding Children Board to determine the next steps. All staff are required to inform the Principal immediately if their family or child within their care or household, or for whom they are responsible, is undergoing an investigation by Social Services or is placed on a Child Protection Register or is the subject of a Child Protection Plan.

Prohibition from teaching check

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

In addition, the School asks all applicants for roles which involve "teaching work" (and their referees) to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the TRA or other equivalent body in the UK.

It is the School's position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves "teaching work". Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the TRA (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The School carries out this check, and requires associated information, for roles which involve "teaching work". In doing so the School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

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

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

In addition, for all appointments made on or after 18 January 2016, where an applicant has carried out teaching work outside of the UK the School will ask the applicant (and their referees) whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the TRA Teacher Services system. Some overseas qualified teachers can apply to the TRA for the award of qualified teacher status (QTS) in England. For further information: <https://www.gov.uk/guidance/qualified-teacher-status-qts>

Prohibition from management check

The School is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a section 128 direction).

This check applies to appointments to the following positions made on or after 12 August 2015:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role; and
- support staff posts on the senior leadership team.

It also applies to appointments to the governing body and associate members who serve on governing body committees.

The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the TRA Teacher Services system. The School will use either, or both, methods to obtain this information.

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

It is the School's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

Disqualification under the Childcare Act 2006

For staff who work in childcare provision (early years provision for a child up to and including reception age or later years provision for children under 8 outside of the normal school day) or who are directly concerned with the management of such provision, the school will carry out appropriate checks to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. Further information on when these regulations apply can be found at: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Contractors and agency staff

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

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

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

Trainee/Student Teachers

An enhanced DBS certificate will be obtained for trainee/student teachers. The School will obtain written confirmation from the initial teacher training provider that all pre-appointment checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Volunteers

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

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

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils. It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

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

Retention of records

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/IOM, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained in accordance with the School's retention of records policy after employment terminates.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months. The same policy applies to any suitability information obtained about volunteers involved with School activities.

Whistleblowing and exit interviews

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the whistleblowing policy, the safeguarding policy and the Staff code of conduct). Safeguarding children is at the centre of the School's culture and is accordingly considered formally during staff performance development reviews and appraisal and finally at an exit interview which are offered to all leavers.

Staff Files

Staff files are kept by the Head of Human resources. The following information must be recorded on each staff member's file:

- the date that vetting checks were sent for and returned
- the result of the check recording trace or no trace information
- the name of the person who has made the suitability decision
- in the event of a trace or disclosure of a criminal offence, information about the judgement made on whether the offence information is relevant for the position in question.
- Where it has been deemed that the offence information is relevant, there should be a recorded decision whether to employ or not to employ.
- Where there is a decision to employ, irrespective of the relevant nature of the offence, there should be a record of how that decision has been arrived at which includes assessing the potential risks to pupils

Appendix 1 - List of valid identity documents

Group 1 Primary Identity Documents

- Current valid passport
- Biometric residence Permit (UK)
- Current Driving License (photocard with paper counterpart); Full or provisional; UK/IOM/Channel Islands and EU
- Birth Certificate (UK & Channel Islands issued at the time of birth (within 42 days of date of birth) Full or short form acceptable those issued by UK authorities overseas, (such as Embassies, High Commissions And HM Forces)
- Adoption Certificate (UK and Channel Islands)

Group 2a - Trusted government Documents

- Current Driving License (paper version; UK/Isle of Man/Channel Islands and EU; (Full or provisional)
- Current driving license (photo card all countries, full or provisional)
- Current non-UK driving license (valid for up to 12 months from the date the applicant entered the UK)
- Birth certificate (UK and Channel Islands; issued at any time after the date of birth by the General Registrar Office/relevant authority i.e. Registrars)
- Marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire arms license (UK, Channel Islands and Isle of Man)

Group 2b - Financial and social history documentation

- Mortgage statement (UK or EEA) **
- Bank or building society statement (UK and Channel Islands or EEA) *
- Bank or building society account opening confirmation letter (UK) *
- Credit card statement (UK or EEA) *
- Financial statement e.g. Pension, endowment, ISA (UK)*
- Work permit /visa (UK; valid up to expiry date)

- Letter of sponsorship from future employment provider (non-UK/non-EEA only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- Utility Bill (UK; not mobile phone bill)
- Benefit statement e.g. Child benefit pension (UK)*
- A document from central or local government /government agency/local authority giving an entitlement. E.g. From the department of Work and Pensions; the employment service; HM Revenue & Customs; job centre (UK and Channel Islands) *
- EU national ID card (must be valid at time of application)
- Cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of application)
- Letter from Head or College Principal (for 16-19-year olds in full time education. This is only used in exceptional circumstances if other documentation cannot be provided; must be valid at time of application.

Note: If a document in the list of valid identity documents is:

- Denoted with * - it should be less than three months old
- Denoted with ** - it should be less than 12 months old