



HALSTEAD

PREPARATORY SCHOOL FOR GIRLS

**18a Staff Recruitment Policy and  
Procedures  
INCLUDES EYFS**

<b>Policy History</b>		
Date	September 2016	PA TB
Review Date	September 2017	TB PA
Date of Next Review	September 2018	

## **STAFF RECRUITMENT POLICY AND PROCEDURES**

### **Including Single Central Register Pro-Forma, Exemplar Job Description and other appendices**

Halstead Preparatory School is committed to recruiting and retaining well-qualified staff. The staff recruitment policy should be read in conjunction with other school policies including those on child protection, equality and disability. These policies have been formulated with regard to requirements of related legislation, notably safeguarding legislation including:

- Safeguarding Children and Safer Recruitment in Education 2007;
- Keeping Children Safe in Education, September 2016;
- Working Together to Safeguard Children, March 2015;
- Prevent Duty Guidance, March 2015;
- DfE guidance (September 2015) on Prohibition from Management checks;
- Disqualification under the Childcare Act statutory guidance June 2015.

This policy also has regard to the following legislation:

- Sex Discrimination Act 1975
- Race Relations Act 1976
- Trade Union and Labour Relations Act 1992
- Disability Discrimination Act 1995 and 2004 legislation
- Asylum and Immigration Act 1996
- Part-time Workers Regulations 2000
- The Employment Equality Regulations 2003 and 2005
- Age Discrimination Regulations 2006

Halstead recognises fully its responsibilities for child protection and the contribution it can make to protect children and young people and support pupils and to keep them safe. It is committed to providing training for all staff and volunteers as required to support these aims. All staff are expected to follow and support the child protection measures in place. Policies apply to all staff, governors and volunteers in the School. Governors, staff and those involved in recruitment are expected to have undertaken Safer Recruitment training and to be aware of best practice in this area, including duties under Prevent and Channel.

The aim of the Recruitment Policy is to:

- ensure the appointment of the highest calibre candidate for any particular post, whether teaching or non-teaching.
- ensure that the selection and appointment process is rigorous, fair and efficient at every stage. We do not discriminate against any candidate on grounds of race, sex, sexual orientation, religion, gender, age, mental or physical disability, responsibility for dependants or offending background. The process may include tasks, observations and interviews as appropriate to the post, to discriminate between candidates.
- ensure the present and future safety and well-being of all staff, pupils and others in the school.
- secure the continued success and development of the School.

To this end those responsible for recruitment will have the appropriate training in safeguarding, safer recruitment, child protection, including Prevent/Channel, and other key issues. Appointment of a Headmistress, Bursar or Deputy Head will also include Governor involvement and other appointments may include Governor involvement in the process at the Headmistress's discretion. The school is committed to providing Continuing Professional Development and Inset Training as required for employees, volunteers and governors.

Applicants are made aware of the school's policy and procedures, which are regularly reviewed and which are available on the school's website.

### **Disqualification under the Childcare Act 2006 (and statutory guidance June 2015)**

The Act and the Regulations state that it is an offence to employ anyone in connection with early years or later years provision with children up to the age of 8 who is disqualified from doing so. To this end at Halstead all staff involved with early years or later years childcare are required to complete a self-declaration form about any disqualifications under the Act. (Appendix 5) This is an on-going duty and all relevant staff are required to inform the school if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. A record is kept centrally and in individual staff files. The grounds for disqualification include:

- Being on the DBS Children's Barred List.
- Being subject to a Section 128 direction or prohibition under the NCTL list, including individuals barred from taking part in the management of an independent school.
- Being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.
- Being the subject of certain other orders relating to the care of children.
- Refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering.
- Living in the same household where another person who is disqualified lives or works.
- For individuals who have lived or worked outside the UK, checks should include additional checks for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed, using the NCTL Teacher Services' system.
- The Home Office has published guidance on criminal record checks for overseas applicants at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- The DfE has also issued guidance on the employment of OTT at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/387894/OTTs\\_web\\_guidance\\_10\\_Dec\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/387894/OTTs_web_guidance_10_Dec_14.pdf)

### **The Procedure**

All appointments are made and administered by the Headmistress, or in her absence the Deputy Head. Whilst other staff may be involved in the process, the Headmistress is responsible for staff appointments. The only exceptions to this are staff recruited by the Governors using the same procedure.

Posts may be advertised in the national, and or/local press (as appropriate) and/or on relevant websites and internally. Where appropriate, e.g. where additional teaching hours are not required, posts of responsibility may be advertised internally in the first instance, before being advertised externally should a suitable appointment not be possible from amongst existing staff. On occasions where other appropriate means are used to recruit staff, e.g. teaching supply agency, requirements with regard to checks and all relevant information required still apply, e.g. Qualifications, Right to Work in the UK, DBS Enhanced disclosure, Barred List/List 99, Prohibition from teaching/management, Disqualification from childcare. [The Agency supplying details of candidates will be asked to confirm that necessary checks are in place and that the identity of the individual will be verified by the school on arrival.]

Following initial enquiries for 'application packs', applicants will be sent:

1. general information about the school, stating its ethos and aims and the requirements of being an employee
2. specific information relating to that post, the qualifications and personal skills and qualities sought
3. an Application Form (see appendix) for information required of candidates
4. Application and Recruitment Process Explanatory Notes, including details of pre-appointment checks

Candidates who request additional information in the public domain, e.g. a prospectus, may be supplied on request.

As well as the Headmistress, other senior staff including the Bursar, Governors and staff may be involved in the selection process, as appropriate.

Only candidates who complete the information required on the Application Form will be considered. After an initial selection, based on the Application Form, a short-list of candidates will be selected and invited to attend for interview and further assessments. Precise details of these will be supplied to candidates invited for interview.

Further assessments may include teaching a prepared lesson whilst observed or completing other tasks in controlled conditions e.g. admin typing task.

Candidates may be required to undergo a medical examination to test their fitness to work with children, before any offer of employment is confirmed.

Candidates invited to interview will be required to provide

- evidence of identity
- evidence of qualifications
- evidence of valid Enhanced DBS check if possible

A Single Central Register of staff appointments is held and completed by the Bursar on behalf of the Headmistress and checked by the Headmistress and H&S Governor regularly.

Prior to interview the school will seek at least two references, including the candidate's current or most recent employer. Please note that the school will not accept references from relatives or referees writing solely in the capacity of friends. The school reserves the option of making telephone contact with referees.

Candidates will be interviewed individually and given every opportunity to ask questions as well as being asked questions.

After due consideration of all factors, all candidates will be contacted with the outcome of the process as swiftly as possible. Following an initial verbal offer and acceptance the successful candidate is offered the post formally in writing, subject to satisfying the necessary statutory checks.

Teaching staff recruited after 3 April 2014 are subject to a further pre-employment check to ensure that anyone employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State. This check is carried out using the Employer Access Online Service.

Pre-employment checks on volunteers, staff of contractors and other individuals that are not school staff or supply staff are completed according to the requirements set out in KCSIE (September 2016)

No post is confirmed until the necessary references, checks and evidence are in place. Staff contracts can only be signed following satisfactory completion of this process.

No decision on an appointment will be made public until written confirmation of the offer is despatched, written acceptance received and all formalities and requirements satisfactorily completed and recorded.

Once a candidate has accepted a post, a file is established with regard to the Data Protection Act for that individual. He/She will be invited to appropriate new staff induction training provided and inducted in the school's policies and procedures. In addition, teaching staff are supplied with a copy of the Staff Handbook (updated annually), Code of Conduct and Guidelines for Teachers all of which contain guidance and key information.

Staff are included in systems for training, support and feedback once employed and these are regularly audited.

## **Appendices**

Appendix 1: Sample Job Description

Appendix 2: Exemplar Application Form, including the Application and Recruitment Process Explanatory Notes

Appendix 3: Recruitment Checklist

Appendix 4: New Starter Checklist

Appendix 5: Childcare Disqualification requirements – Self-Declaration form that all staff complete

Appendix 6: SCR summary sheet

Appendix 7: sample page (blank) Single Central Register (SCR) Pro Forma

This policy has regard to the guidance issued by the Secretary of State.

A handwritten signature in blue ink that reads "Richard Roberts". The signature is written in a cursive style with a horizontal line underneath the name.

Ratified by  
On behalf of the Governing Body

Date: Thursday 30<sup>th</sup> November 2017

Appendix 1 Example job description

<b>HALSTEAD PREPARATORY SCHOOL</b>	
Woodham Rise, Woking, Surrey GU21 4EE	
<b>Job Description for Head of English</b>	
Commencing from:	September 2016
Line Manager:	Headmistress
Summary of the role:	<p>An inspirational, well qualified teacher is sought to provide strong leadership of an outstanding department and to teach at the top end of KS2.</p> <p>Specifically:</p> <ul style="list-style-type: none"><li>• to lead the planning of an exciting English curriculum throughout the school</li><li>• To continually monitor and develop the standards of attainment in English through book scrutiny, lesson observations and subject meetings.</li><li>• To teach English to Year 5 and/or Year 6 pupils. The ability to offer an additional subject may be an advantage.</li><li>• To be a Form tutor in either Y5 or Y6</li><li>• To ensure the highest possible levels of achievement in senior school entrance examinations.</li><li>• To organise resources and be responsible for the English budget</li><li>• To write annual development plans for English</li><li>• To work with the Deputy Head, Academic in the assessment of English and the tracking of pupil progress in the subject.</li><li>• To oversee the library</li><li>• To participate in the extra-curricular programme</li><li>• To undertake supervisory duties as directed and attend staff meetings, parents' evenings and school events.</li></ul>

	<ul style="list-style-type: none"> <li>• As a member of our very friendly and professional staff, to be an active and supportive ‘team player’ in all areas of school life.</li> </ul>
<p>Person Specification:</p>	<p>The teacher should be able to show:</p> <ul style="list-style-type: none"> <li>• an enthusiastic, positive and willing character</li> <li>• excellent communication skills with both pupils, parents and colleagues</li> <li>• the ability to lead, advise and inspire the other English teachers</li> <li>• understanding of exemplary classroom practice</li> <li>• the ability to keep appropriate records</li> <li>• excellent organisational skills</li> <li>• willingness to contribute to the friendly, dedicated and enthusiastic team of staff</li> <li>• a commitment to high standards in every respect.</li> <li>• A sense of humour</li> </ul> <p><b>Knowledge and expertise:</b></p> <ul style="list-style-type: none"> <li>• qualifications to graduate level including qualified teacher status</li> <li>• a good understanding of the education of the primary age range</li> <li>• an understanding of the needs of pupils preparing for senior school entrance examinations</li> <li>• evidence of appropriate professional development</li> </ul>

	<ul style="list-style-type: none"> <li>• the ability to use ICT both in the classroom and for planning and report writing</li> <li>• An ability to communicate an enthusiasm for all aspects of English</li> <li>• An appreciation of the need for differentiation.</li> <li>• An eagerness to rise to the challenge of implementing new teaching and learning strategies.</li> </ul>
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You may also be required to undertake such other comparable duties as the Headmistress requires from time to time

*Halstead Preparatory School is 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.*

**Applications will be considered on receipt and suitable candidates will be contacted to arrange an interview.**

**Applications should be made on the school's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Mrs P Austin. You are welcome to submit your CV along with your application form if you so wish.**

Mrs P Austin, BA (hons) LTCL PGCE NPQH  
Headmistress

Halstead Preparatory School, Woodham Rise, Woking, Surrey GU21 4EE



## HALSTEAD PREPARATORY SCHOOL

Woodham Rise, Woking, Surrey GU21 4EE

### Staff Application Form

Please complete and return, together with a covering letter indicating your interest in, and suitability for, this post.

**Position applied for:**

#### Personal details

**Full Name** (including title, first name and surname, underlining the names by which you like to be known):

<b>Former surnames:</b>	
<b>Nationality:</b>	
<b>Current address (including postcode):</b>	
<b>Telephone number:</b>	Home: _____ Mobile: _____
<b>Email:</b>	
<b>Previous address(es)</b> (if resident at current address for less than 5 years please provide any previous addresses during this period, including dates):	

<b>DfES Number:</b>	
<b>Do you hold a full UK driving licence?</b>	<b>Yes/No</b>
<b>Do you have Qualified Teacher Status?</b>	<b>Yes/No</b>
<b>Do you need a work permit for permanent employment in the UK?</b>	<b>Yes/No</b>

## **EDUCATION**

**Secondary education and Examination results** (Please show schools and dates).

*Please use a separate sheet if necessary*

School	Dates	Examination results, with grades	Date of award

**Further Education and Qualifications:**

University/ College	Dates	Qualification	Date of award

**Professional Development:**

Please give details of any Professional Development undertaken within the last 2 years:

Training/course	Training/course provider	Date(s)	Date of award ( if applicable)

## CAREER HISTORY

### Current Post:

<b>Position:</b>	
<b>Date started:</b>	
<b>Employer's name and address:</b>	
<b>Current/Last salary</b> (position on National Pay Scale, if appropriate)	
<b>Brief job description:</b>	
<b>Notice Period required:</b>	

### Previous Posts:

Please supply a full history in chronological order (with start and end dates), starting with the present, of all employment, self-employment and any periods of unemployment since leaving secondary education. Where appropriate provide explanations for any periods not in employment, self-employment or further education/training and in each case the reasons for leaving employment.

<b>Employer</b>	<b>Position</b>	<b>Brief description of role</b>	<b>Dates</b>	<b>Reason for leaving</b>


### EXISTING CONTACTS WITHIN THE SCHOOL

<b>Please indicate if you know any existing employees or anyone associated with the School and, if so, how you know them.</b>	
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### LEISURE INTERESTS

<b>Please list your personal interests/ achievements</b>	
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### HEALTH

The School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The School complies with its obligations under the Disability Discrimination Act 1995 (as amended) (“the Act”). For purposes of the Act a disability is defined as a physical or mental impairment, which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. In accordance with the guidance published by the Department for Education, any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore there may be circumstances when it will be necessary for the School’s medical advisor to seek access to your medical records and/or for you to be referred to a specialist clinician.

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**You should be aware that Halstead Preparatory School operates a non-smoking policy for all employees on the school site.**

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### REFERENCES

Please provide the names and contact details of two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have

done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note that the School will not accept references from relatives or referees writing solely in the capacity of friends. Please be advised that we may approach referees prior to interview.**

1.

<b>Name:</b>	
<b>Job title:</b>	
<b>Address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	

2.

<b>Name:</b>	
<b>Job title:</b>	
<b>Address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	

**DECLARATION – ALL QUESTIONS MUST BE ANSWERED ‘YES’ OR ‘NO’**

<b>1</b>	<b>I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.</b>	
<b>2</b>	<b>Have you ever been convicted of a criminal offence?</b>  <i>(If so, give details: note that ‘spent’ convictions must also be declared). Although the DBS check will confirm the position, you should take this opportunity to advise us of any offences. Please list dates of any convictions in a sealed envelope marked ‘confidential’.</i>	<b>Answer:</b>
<b>3</b>	<b>Have you ever received a caution or bind-over?</b> <i>Please list details of any cautions or bind-overs in a sealed envelope marked ‘confidential’.</i>	<b>Answer:</b>
		<b>Answer:</b>

<b>4</b>	<b>Have you ever been dismissed, or forced to resign, from any previous employment?</b> <i>If so please give details</i>	
<b>5</b>	<b>Have you been party to a compromise agreement in this or any previous employment?</b>	<b>Answer:</b>
<b>6</b>	<b>Do you suffer from any medical condition which may prevent you from giving effective, continuous service at Halstead Preparatory School?</b> <i>If so, please give details.</i>	<b>Answer:</b>
<b>7</b>	<b>I have not been disqualified from working with children, am not named on the ISA Barred List/DfE List 99 or the Protection of Children Act List, and am not subject to any sanctions imposed by a regulatory body, such as the Teaching Agency.</b>	
<i>All offers of employment are made on the basis of the information provided in this application and by signing it you declare the information is complete and true.</i>		

**Signature:** .....

**Date:** .....

## HALSTEAD PREPARATORY SCHOOL

### APPLICATION & RECRUITMENT PROCESS – EXPLANATORY NOTES

#### **General**

Halstead is committed to ensuring 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 the Headmistress.

#### **Application Form**

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be 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. Applicants will receive a Job Description and Person Specification for the role applied for.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in

confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmistress. If you would like to discuss this beforehand, please telephone in confidence to the Headmistress for advice.

- Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. 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 including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/384712/DBS\\_referrals\\_guide\\_-\\_relevant\\_offences\\_v2.4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf)).

The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

- The Childcare (Disqualification) Regulations 2009 apply 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 Headmistress immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

- Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', 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 Headmistress for more details.

- Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

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

### **Invitation to Interview**

- The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.
- All candidates invited to interview must also bring with them;
  - a current driving licence including a photograph and paper counterpart or a passport or a full birth certificate
  - a utility bill or financial statement issued within the last three months showing the candidate's current name and address
  - where appropriate any documentation evidencing a change of name
  - where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

- Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

### **Conditional Offer of Appointment:**

#### **Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- 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;
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
- Verification of professional qualifications;
- Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
- 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
- Satisfactory medical fitness.
- Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.
- If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

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. 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 workload, extracurricular 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.

### **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.

### **Retention and Security of Records**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be kept for more than 6 months.



Appendix 3 Recruitment Checklist

ROLE			
ACTION	ROLE RESPONSIBLE	ACTIONED	
PRE-INTERVIEW			
Need established and role parameters discussed and agreed	Headmistress & Bursar		
Draft Advert	Headmistress		
Agree advertising methods and timescale	Headmistress & HMPA		
Finalise advert, establish the cost and seek approval from the Bursar (ensure that safeguarding statements etc. are included in the final advert)	HMPA		
Advert placed	HMPA		
Liaise with candidates incl. sending packs & arranging tours	HMPA		
Receive and collate applications: Review with Headmistress for shortlisting Create the interview schedule, agree the interview panel with the Headmistress and liaise with staff as required Invite candidates to interview Ensure that we receive a signed application form Add detail to the school calendars	HMPA		
Draw up interview questions	Headmistress		
Take up references on selected candidates (ensure we have their permission to do so). Pass references received to the Headmistress.	HMPA		
Ensure internal staff on the interview schedule and the office are aware of their timings.	HMPA		
Arrange refreshments via the catering team.	HMPA		
Copy application packs for the interview panel (redacting salary information). Ideally 1-2 days before the interview.	HMPA		
INTERVIEW DAY			
Copy qualification certificates and ID documents for candidates. All copies should have the following written against them "original seen by (signature) and (date)" and then pass to the Bursar for successful candidates only.	HMPA		
POST INTERVIEW			
Outcome of interviews conveyed to candidates	Headmistress		
Follow up letter(s) if requested by Headmistress	HMPA		
Paperwork for unsuccessful candidates should be archived for secure disposal in 6 months.	HMPA		
Commence <b><i>New Starter Checklist</i></b> for successful candidates	HMPA		



FULL NAME			
ROLE			
START DATE			
ACTION	ROLE RESPONSIBLE	ACTIONED	
		INITIAL	DATE
Draft offer letter in liaison with Headmistress and Bursar, issuing to candidate once completed. Copy to the Bursar.	PA		
Diarise for receipt of the signed offer letter	PA		
Liaise with the candidate and staff regarding handover/visit days at the appropriate time	PA		
Create a file for the Headmistress' personnel files	PA		
<b>PA to now pass this checklist and all paperwork for the candidate to the Bursar</b>			
Create a file for the Bursar personnel file system	Bursar		
Check all references have been received and ask the PA to chase if necessary	Bursar		
Discuss and agree the mentor with the SMT	Bursar		
Contact the new starter to discuss completion of the following:  DBS Completion of new starter forms (Use standard Bursar welcome letter)	Bursar		
Initiate SCR Summary sheet	Bursar		
Diarise for receipt of completed new starter forms	Bursar		
Check QTS status for teaching staff.	Bursar		
Liaise with Deputy Head regarding Safeguarding training	Bursar		
Issue action sheets to other staff:  IT Technician (logins etc.) Reception Manager (Handbooks, Policies, Educare, staff lists etc.)	Bursar		
Issue Induction sheet to the allocated mentor	Bursar		
Update other relevant systems/documentation e.g.  iSAMS Payroll	Bursar		
Diarise for receipt of completed Induction sheet and liaise with the Headmistress and PA to issue an end of probation letter.	PA		

Appendix 5  
**HALSTEAD PREPARATORY SCHOOL  
 STAFF SUITABILITY SELF-DECLARATION  
 FORM 2017 - 2018**



This form is to be completed by all relevant staff [1] as part of pre-employment checks. Additionally, we ask all relevant staff to complete this form annually.[2]

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please respond to the questions listed below and sign the declaration to confirm that there are no reasons why you should not be working with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Headmistress. Please circle yes or no against each point.

<b>Your personal situation</b>		
Have you been barred from working with children (i.e does your name appear on the DBS Barring List)?	YES	NO
Have you been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, either at home or abroad? (Please see a list of the relevant offences set out in the Appendix below.)	YES	NO

<b>Those you live with</b>		
Do you live in the same household as or is someone employed in your household who has unspent cautions or convictions for a relevant offence? (Please see a list of the relevant offences set out in the Appendix below)	YES	NO
Do you live in the same household as or is someone employed in your household who has been barred from working with children as a result of receiving a caution or conviction for a relevant offence? (Please see a list of the relevant offences set out in the Appendix below)	YES	NO
Do you live in the same household as or is someone employed in your household who has been disqualified from working with children under the Childcare Act 2006?	YES	NO
Do you live in the same household where someone who has been disqualified from registration under the Childcare Act 2006 lives or is employed?	YES	NO

<b>Care of children</b>		
Have your own children been taken into care?	YES	NO
Have your own children been the subject of a child protection order?	YES	NO
Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?	YES	NO
Are you 'Disqualified from Caring for Children'?	YES	NO

If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. You are also not required to disclose spent cautions or convictions of a person who lives or is employed in your household. Please ask the Bursar for more information.

Do you have any medical conditions that could affect your ability to care for children?	YES	NO
Are you taking any medication on a regular basis or any other substances that could affect your ability to work with children?	YES	NO

If you have answered 'yes' to either of the above, have you sought medical advice about whether it may affect your ability to care for children?

You will be asked to attach medical advice confirming that the condition/medication is unlikely to impair your ability to look after children properly.

**Please note:** Staff who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such staff 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 Headmistress for more details. [3]

I understand my responsibility to safeguard children, and I am aware that I must notify the Headmistress immediately of anything that may affect my suitability to work with children.

I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

I am aware that if I am taking medication on a regular basis which may affect my suitability to work with children, I must notify my employer immediately, and must keep the medication in a safe place, out of reach of children.

I will ensure I notify my manager immediately if I experience any health concerns which could impact upon my ability to work with children.

I give permission for you to contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

I will ensure that I notify my employer immediately if I live in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Signed ..... Date.....

**For Headmistress:**

I have reviewed the above and confirm that no further action is to be taken.

Signed ..... Date.....

OR

I have reviewed the above and the following action has been taken:

Signed ..... Date action taken.....

List of relevant convictions which can be found here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/384712/DBS\\_referrals\\_guide\\_-\\_relevant\\_offences\\_v2.4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf)

Please note that due to changes in legislation, this list may not be exhaustive. If you have any queries or concerns, please contact the Headmistress.

**[1]** Under the Education (Independent School Standards) Regulations 2014, staff is 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". This would therefore include, as well as teachers and support staff, sports coaches, peripatetic music teachers etc. Please note that the disqualification by association rule applies to employees only not to volunteers and governors.**[2]** The Childcare (Disqualification) Regulations 2009 apply 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. Please note that if the school is multi-site and there is crossover of staff between the two sites, then all staff involved in childcare of this age group will need to sign the declaration.

**[3]** Staff who are disqualified could potentially be re-deployed into another part of the school and cease to manage or work in those settings from which they are disqualified.



<b>Full Name of Appointee (including title):</b>			
<b>Role:</b>		<b>Start date:</b>	
<b>ACTION</b>	<b>DETAIL</b>	<b>ROLE RESPONSIBLE</b>	<b>INITIAL &amp; DATE OR N/A</b>
<b>Nationality:</b>		BURSAR	
<b>Date of Birth:</b>		BURSAR	
<b>How has identity been checked?</b>			
• <i>Passport seen and copied</i>	YES/NO	BURSAR	
• <i>Driving licence with photo seen</i>	YES/NO	BURSAR	
<b>Overseas check:</b>	YES/N/A	BURSAR	
<b>Prohibition from Management check:</b>	YES/N/A	BURSAR	
<b>Date Barred List Checked:</b> (if separate check from enhanced DBS)		BURSAR	
<b>Medical Fitness Checked:</b>		BURSAR	
<b>Right to work in UK Checked:</b>		BURSAR	
<b>Application Form Checked:</b> (including previous employment history)	By: Headmistress	BURSAR	
	Date:		
<b>Character References Checked:</b>	By: Headmistress	BURSAR	
	Date:		
<b>Professional References Checked:</b>	By: Headmistress	BURSAR	
	Date:		
<b>Qualifications checked:</b>	By: Headmistress	BURSAR	
	Date:		
<b>Disqualification by Association Declaration:</b>	Date:	BURSAR	
<b>Does the appointee have the DBS update service?</b>	YES/NO	BURSAR	
<b>If yes, portability check undertaken:</b>	DBS Ref No:	BURSAR	
	Date of update check:	BURSAR	
<b>Risk Assessment required re date of DBS?</b>	YES/NO		
<b>Date DBS Disclosure Obtained:</b>		BURSAR	
<b>DBS Number:</b>		BURSAR	
<b>Notes:</b>			
<b>All entries complete (sign and date)</b>		<b>BURSAR</b>	

