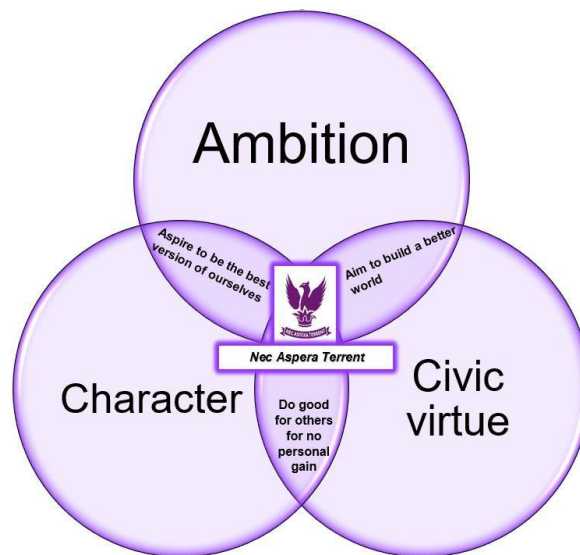




## DRAYTON MANOR HIGH SCHOOL

### SAFER RECRUITMENT, SELECTION AND DISCLOSURE AND BARRING SERVICE POLICY



Ratified by the Business, Finance, Audit and Personnel Committee (BFAP) : 12 June 2025

Ratified by the Full Governing Body (FGB) : 10 July 2025

Date of next review : June 2026

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## 1. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the Department for Education's (DfE's) statutory guidance Keeping Children Safe in Education (2024) and Working Together to Safeguard Children (2023), and the Governance Handbook.

This policy is also based on the following legislation:

- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children
- Statutory guidance on the Prevent duty, which explains schools' duties under the Counterterrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- The Human Rights Act 1998, which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the European Convention on Human Rights (ECHR)
- The Equality Act 2010, which makes it unlawful to discriminate against people regarding protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our governors and headteacher should carefully consider how they are supporting their pupils with regard to these characteristics. The Act allows our school to take positive action to deal with disadvantages affecting pupils (where we can show it's proportionate). This includes making reasonable adjustments for disabled pupils. For example, it could include taking positive action to support girls where there's evidence that they're being disproportionately subjected to sexual violence or harassment
- The Public Sector Equality Duty (PSED), which explains that we must have due regard to eliminating unlawful discrimination, harassment and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination

## **2. INTRODUCTION**

The school regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the school development plan.

The appointment of all employees at the school will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 and the statutory guidance, Keeping Children Safe in Education and the school's Equal Opportunities policy.

Drayton Manor High School is committed to safeguarding and promoting the welfare of children and young children and requires all staff, volunteers and external agencies to share this commitment. We follow rigorous safer recruitment practices.

This policy aligns with:

- Keeping Children Safe in Education (KCSIE) 2024
- The Equality Act 2010
- The Children Act 1989 and 2004
- The Education Act 2002
- The Data Protection Act 2018

The policy outlines procedures for the recruitment and selection of staff and volunteers to ensure they are suitable to work with children and promote a safe culture within the school.

This statement applies to everyone who works for or visits the school who is likely to be perceived by students as a safe and trustworthy adult. These are not only people who regularly come into contact with students, or who will be responsible for students, because of their work. There are also people who regularly work for the school when the students are present, who may not have direct contact with students as a result of their job, but none the less will be seen as safe and trustworthy because of their regular presence at school. This includes workers not on the payroll e.g. staff employed by contractors and unpaid volunteers.

## **3. EQUALITY AND DIVERSITY**

Drayton Manor High School is an equal opportunities employer. We are committed to ensuring that recruitment practices are free from bias and discrimination.

We ensure:

- Application and interview processes comply with the Equality Act 2010.
- Reasonable adjustments are made during the recruitment process to accommodate applicants with disabilities.

The Governors fully recognise that all applicants regardless of characteristics such as age, religious belief, disability, gender, race or sexual orientation have a right to equal opportunity in employment. The Equality Act 2010 makes it unlawful to discriminate against an applicant for employment, or an existing employee, on the grounds of age, religious belief, disability, gender, race or sexual orientation.

#### **4. APPOINTMENT OF SALARIED PERSONS**

- any vacancy arising will be considered in terms of the agreed staffing structure of the school
- the Governing Body has delegated responsibility to the Head for all appointments except where the appointment is for a member of the Senior Leadership Group
- Appendix 1 details the procedure for the appointment of the Head, Deputy Head or other members of the Senior Leadership Group where this differs from that of other salaried persons

#### **5. RECRUITMENT AND SELECTION PROCEDURE**

##### **5.1 Planning the Recruitment**

All recruitment decisions will be made following clear and consistent procedures:

- Prepare job description and person specification
- Ensure approval of the vacancy through appropriate internal processes.
- Agree a timeline and selection panel

##### **5.2 Advertisements**

Every permanent and normally every temporary post will be advertised openly either within the school in the staff bulletin, and/or externally depending on the nature of the vacancy.

In the case of externally advertised posts, the advertisement will include

- The school's commitment to safeguarding and promoting the welfare of children.
- Requirement for DBS checks and references.
- A statement that applicants must disclose any criminal convictions.

### **5.3 Application process**

All candidates must complete the school's application form.

- CVs will not be accepted in place of the application form
- Gaps in employment must be accounted for
- Each pack must contain a job description and person specification. Where these are already in existence they will be reviewed and updated prior to advertising. The job description must refer to the responsibility for safeguarding and promoting the welfare of children. The person specification must include specific reference to suitability to work with children.

### **5.4 Shortlisting**

- The interviewing panel, to be agreed by the Head, will compile a short list. The interviewing panel will be responsible for scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies at interview, and to identify any gaps in employment. Repeated changes of employment also need to be explored and clarified.
- All applicants will be assessed equally against the criteria contained in the person specification without exception or variation. The Recruitment Analysis Form will be used for this purpose (Appendix 2).

### **5.5 Interview and Selection**

- At least one panel member must have completed Safer Recruitment training
- Selection processes may include lesson observation, in-tray exercises, and formal interviews dependent upon the nature of the role
- Interview questions will assess suitability for the role and commitment to safeguarding

### **5.6 References**

- References will be requested for all short-listed candidates before interview. Specific questions will be included within the reference to help assess an applicant's suitability to work with children. Any concerns must be followed up and satisfactorily resolved
- The school will make every effort to obtain references before interviews so that any issues of concern can be addressed with applicants at interview
- A minimum of two references will be obtained for both internal and external applicants, one of which should be the applicant's current or most recent employer and must be either from the Head Teacher or counter-signed by the Head. Where an applicant is not currently working with children but has done so in the past, a reference should also be obtained from the employer by whom the person was most recently employed in work with children. Where alternative referees are available, members of the interview panel should not provide references for candidates

Where the first reference is being obtained from an educational establishment it should be sought from the Head or Principal

- References will not be accepted from relatives or from people writing solely in the capacity of friends
- References or testimonials provided by the candidate, or open references or testimonials addressed "To Whom It May Concern" are not acceptable
- A copy of the job description and person specification will be included with each reference request.
- On receipt of the reference copies will be provided to the interview panel who are responsible for ensuring that information is consistent with that provided by the applicant. Any discrepancies or causes for concern should be taken up at interview
- All references received must have been endorsed by the Head teacher at the relevant school (if previous experience is in a school)
- All references must ask the question "Do you believe the candidate is a person fit to work with children?"
- **5.7 Interviews and the Responsibility of the Interview Panel**The school's policy is that interviews are a two-way process
- Interviews will be conducted within the context of the agreed equal opportunities policies
- Candidates shortlisted by the interview panel will be invited for interview (see additional information for interview arrangements)
- Candidates will be required to bring photo ID documentation and an enhanced DBS disclosure (if they have one) with them to the interview in order that safeguarding checks can be made at the beginning of the interview process
- Each applicant will be given a timetable for the interview process
- Interviews will proceed once the shortlist has been agreed. All shortlisted candidates will have a face-to-face interview. These will usually take place on the same day and normally involve the following
  - a meeting with the Head/Senior Deputy Head
  - a tour of the school
  - teaching a lesson
  - an opportunity to meet other staff members (this may include coffee in the staff room, lunch in the dining hall and/or time spent with the Department or relevant team)
  - a formal interview involving a panel to include as appropriate
    - the Head
    - the Line Deputy Head
    - the appropriate Head of Faculty/Department/Section
    - a Governor for any post on the Senior Leadership Group scale
- The members of the interview panel should
  - have the necessary authority to make decisions regarding the appointment
  - be appropriately trained (i.e. one member of the interview panel must have undertaken Safer Recruitment training)
  - meet before the interview to reach a consensus about the required standard for the job to which they are appointing

- Agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate based on the information provided in the candidate's application and references (if available). A question related to Safeguarding must be included to explore the candidate's suitability to work with students as well as his/her suitability for the post
- A candidate's response to a question will determine whether and how that is followed up. Where possible questions should be competency based, ask a candidate how they have responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.
- In addition to assessing and evaluating the applicant's suitability for the post, the interview panel should also explore
  - the candidate's attitude towards children and young people
  - their ability to support the school's policy for safeguarding and promoting the welfare of children
  - gaps in employment history
  - any concerns regarding periods of absence due to ill health
  - concerns or discrepancies arising from information provided by the candidate and/or a referee
- The interview panel should also
  - Ask the candidate if they wish to declare anything in light of the requirement for a DBS disclosure and confirm that they understand the requirement to disclose all relevant criminal offences, cautions, reprimands or warnings
  - If references are not available at the time of interview, the candidate should also be asked if there is anything they wish to declare/discuss in light of the questions that will/ have been put to their referees.
- Candidates will be marked against an agreed system
- Selection testing may be used where a specific skill level is a requirement of the job

## 5.8 Conditional Offer of Appointment

- When an agreement to appoint is reached, the chosen candidate will be offered the post.
- A verbal agreement is binding on all parties.
- The Head will confirm the offer of an appointment to the successful candidate in writing which should include the terms and conditions of the post. The appointment will be conditional upon
  - the receipt of at least two satisfactory references
  - verification of the candidate's identity
  - verification of qualifications
  - verification of the candidate's medical fitness pursuant to the needs of the job
  - a mandatory Barred List check (A list of people who are deemed unsuitable to work with children under the Act) and a satisfactory enhanced DBS check
  - verification of professional status where required



- evidence that the candidate has the right to work in the United Kingdom
- an overseas check where applicable

for teaching posts where candidates obtained Qualified Teacher Status (QTS) after 7 May 1999, verification of successful completion of statutory induction period

- prohibition from teaching check
  - Section 128 check for relevant leadership roles
  - satisfactory completion of the probationary period
- The school will issue a formal contract to the successful candidate as soon as possible after the acceptance of the offer. There is a statutory requirement for this to be no later than two months after the start date of employment.
  - All checks will be confirmed in writing and documentary evidence retained on the personnel file

## **5.9 Medical Fitness**

The school is 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 questionnaire or self-declaration as appropriate to the role. The school will arrange for the information contained in the questionnaire to be reviewed by the school's medical advisor. 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. The school is aware of its duties under the Equality Act 2010. No offer of employment will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

## **5.10 Debriefing**

- Unsuccessful candidates will be offered a debrief on the interview.
- Successful candidates may be offered the same facility.
- Successful candidates will be invited to visit the school prior to taking up post to familiarise themselves with their areas of work.

## **6. SAFER RECRUITMENT PRACTICES**

### **6.1 Single Central Record (SCR)**

The school maintains a **Single Central Record** of all staff, volunteers, governors, and visiting professionals. The SCR is updated and reviewed regularly by HR, the DSL, the Operations Officer, the Head and the Safeguarding Governor.

### **6.2. Contractors**

- The school will ensure that the terms of any contract they let that requires the contractor to employ staff to work with, or provide services for, students for whom the school is responsible, e.g. catering staff, also requires the contractor to adopt and implement the measures described in the DfE statutory guidance "Keeping Children Safe in Education". The school will monitor the contractor's compliance. This will require the contractor to prove that their staff working in the school have an enhanced DBS check and other relevant

safer recruitment checks. Where appropriate and required, a copy of the service level agreements will be held by the school.

All contractors who work regularly or unsupervised on the school site are subject to:

- Enhanced DBS check
- Identity verification
- Safeguarding induction

Contractors must be supervised if checks are not in place, and appropriate risk assessments will be conducted.

### **6.3 Volunteers**

Where the school is actively seeking volunteers and is considering candidates for whom it has little or no recent knowledge, it will adopt the same recruitment measures as it would for paid staff. Volunteers are subject to appropriate vetting checks, including:

- Enhanced DBS check (if working unsupervised or regularly with children)
- Risk assessment to determine level of supervision
- References
- Induction and safeguarding training

- Where the school approaches a parent who is well known to the school to take on a particular role, a streamlined approach will be adopted
  - References will be sought
  - Checks with others in the school community to ensure they know of no concerns and can make a positive recommendation
  - Conduct an interview to gauge the person's aptitude and suitability
  - Undertake a Barred List check and an enhanced DBS disclosure
- Where a volunteer's role will be one off e.g. assisting with a school concert, the above measures will be unnecessary provided that the person is not to be left alone and unsupervised in charge of students.
- Where volunteers recruited by another organisation work in a school e.g. sports coaches from a local club, the school will obtain assurance from the relevant organisation that the person has been properly vetted to include
  - References been sought
  - Appropriate DBS checks have been carried out
 The school will hold a copy of these assurances.

#### **6.4 Agency and Third-Party Staff**

Where staff are recruited through supply agencies or third-party organisations:

- The school obtains written confirmation that appropriate checks have been carried out
- Identity is verified upon arrival
- A record of these checks is kept on the SCR

#### **6.5 Online Searches**

In accordance with KCSIE 2024, online searches may be conducted on shortlisted candidates to help identify any incidents or issues that may be relevant to employment at the school. The school will be guided by external HR on such processes.

- Searches will be proportionate and conducted in line with data protection and privacy obligations
- The Headteacher or designated safeguarding lead (DSL) will review findings
- Information of concern will be discussed with the candidate as part of the recruitment process
- A record of the checks and rationale will be maintained

#### **6.6 Disclosure and Barring Service (DBS) checks**

The DBS Disclosure check is an essential part of the appointments process and for child protection.

The disclosure will contain information as to whether the applicant is included on the Department for Education and Skills Barred List (contains details of people whose employment has been barred or restricted), the Department of Health's Protection of Children Act List or is the subject of a disqualification order banning them from all work with children.

All newly appointed staff employed at the school must have an enhanced DBS check.

While there is no statutory requirement for the school to renew DBS checks on a rolling basis, the school will renew all DBS checks every five years commencing in the Autumn term of the academic year 2018/19. The Administration Manager will lead this programme.

In addition, if an individual has lived overseas for three months or more in the last ten years, a certificate of Good Conduct and/or relevant police checks will be required.

#### **6.7 Persons who have a Criminal Record**

The fact that a person has a criminal record does not automatically make him or her unsuitable for work with children. An applicant's suitability should be judged in the light of the results of all the relevant pre-appointment checks carried out on him or her. The Head has delegated authority from the Governing Body, having sought advice from the school's personnel service provider, to make a judgement about suitability, taking into account only those offences which may be relevant to the particular job or situation in question. In deciding the relevance of convictions the following should be considered

- the nature of the offence
- the nature of the appointment

- the age of the offence
- the frequency of the offence

Any matters revealed in a disclosure will be discussed with the applicant before an offer of appointment is withdrawn.

## 6.8 School's Policy Statement on the Recruitment of Ex-Offenders

The DBS Code of Practice requires the school to have a policy statement on ex-offenders and that a copy be given to all applicants for employment. The school's policy statement is attached at Appendix 4.

The school is committed to the fair treatment of applicants with a criminal record. A separate **Policy on the Recruitment of Ex-Offenders** is made available at the outset of the recruitment process. The policy is also available on the school system or upon request.

## 6.9 The School's DBS Requirements for Employees, Work Experience and Volunteers

On 12 May 2006, new regulations came into force which make it mandatory to obtain an enhanced DBS disclosure for all new appointments to the school's workforce and those who have been out of the workforce for more than three months.

An enhanced disclosure should also be obtained where there is a job change and increased responsibility or the previous position did not require a disclosure.

Category	Clearance required	Comments
Teachers and non-teaching staff	Enhanced DBS Disclosure	An online Barred List check will be undertaken as part of the DBS process. In cases where a new Enhanced Disclosure is unavailable prior to the employee's start date, Employment Risk Assessment will be carried out. (See Appendix 5).

Supply teachers	Enhanced DBS Disclosure	Responsibility lies with the agency to undertake the check. For short term supply i.e. periods of less than one month, written confirmation should be obtained from the agency that they have obtained an enhanced DBS Disclosure and completed a photo ID check for all staff supplied. They should also be asked to confirm that they operate a policy of "Safeguarding children: Safer Recruitment and Selection in Education Settings" Staff will be required to produce an ID and DBS on their first visit to the school.
Other Supply staff	Dependent upon nature and length of	In cases where an Enhanced Disclosure is not available from

	employment. This will be at the discretion of the Head or their nominated deputy.  In all cases a Barred List check will be undertaken by the school.	the supply agency an Employment Risk Assessment will be carried out. (See Appendix 5).  The onus will be with Heads of Faculties/Departments to ensure individuals are not left unsupervised with students.
Tutors using the school to tutor pupils (eg sport, music who are not directly employed by the school	Enhanced DBS Disclosure	An online Barred List check will be undertaken as part of the DBS process.
<b>Category</b>	<b>Clearance required</b>	<b>Comments</b>
Organisations which hire the school hall	Hire agreement should include a requirement for staff to be DBS checked	The school have responsibility for ensure that individuals from external organisations hiring the school premises for an event (independent of the school) are DBS checked

Governors (new or re-elected)	Enhanced DBS Disclosure	An Enhanced DBS application will be completed for governors. This will not include a Barred List Check. Governors must complete a Declaration of Eligibility (Appendix 6)
Students on teaching practice	Enhanced DBS Disclosure	School to check with provider that satisfactory disclosures obtained
Visitor to the school who have business with the Head or other staff or who have brief contact with children with a teacher present	None	It is essential school staff follow the secure process for dealing with visitors to the school. All visitors without a valid ID or DBS must be placed on a red lanyard and supervised at all times (access control, signing in, sight of the visitors' Safeguarding information etc)
Building contractors	None	Students should not be allowed in areas where builders are

		working for health and safety reasons so builders should have no contact with children
Volunteers or parents required at short notice or who only accompany staff and children on one-off outings or trips that do not involve overnight stays or who only help at specific events such as sports day or school fetes.	Barred List check	School staff should be made aware that such volunteers are not to be left in sole charge of children.
Category	Clearance required	Comments
Secondary pupils on work experience or other placement in other schools or nursery classes	Enhanced DBS Disclosure check required <b>only</b> if the student is expected to have unsupervised access to children	Agreement will be reached with other establishment as to the responsibility for processing and payment of the check.



People on site before or after hours when school children are not present eg groups hiring the premises	Lettings agreement in place and confirmation received that all required DBS checks and Safeguarding requirements have been completed with all staff	Lettings which do not involve working with children are not required to provide Safeguarding checks.
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#### **6.10 Start of Employment Whilst the Outcome of a DBS Check is Awaited**

Discretion regarding the start of an appointment whilst the outcome of the school's new DBS check is awaited lies with the member of the Senior Leadership Team responsible for the appointment, subject to a satisfactory check of Barred List, previous enhanced DBS disclosure, completion of an Employment Risk Assessment (Appendix 5), and completion of other normal recruitment procedures.

#### **6.11 Overseas Teachers**

If an individual has lived overseas for a substantial period of time, the DBS may be unable to provide any information because the DBS does not generally have access to overseas criminal records. Cases will be considered on individual merit by the Head, with advice being sought from the school's personnel advisors on obtaining equivalent information from overseas authorities and/or the embassy of their former place of residency.

A DBS application should be submitted after six months UK residency has passed.

#### **6.12 Copies of DBS certificates**

The DBS no longer issues Disclosure Certificates to employers, therefore employees should bring their certificate for the place of work to view within 7 days of issue and before they commence work on any project.

## **7. STARTING EMPLOYMENT**

### **7.1 Induction**

All new employees will be given an induction programme which will clearly identify our policies and procedures and make clear the expectations that will govern how staff carry out their roles and responsibilities.

All policies are available via the School Drives and all new staff will complete mandatory training in relation to:

- Keeping Children Safe in Education.
- Safeguarding
- The Prevent Duty
- Female Genital Mutilation
- Online Safety
- Other relevant safeguarding training as is required

### **7.2 Probationary Period**

All new employees will be subject to a **probationary period** in accordance with their terms and conditions of employment. **Performance and conduct, including safeguarding awareness, will be reviewed during this time.**

### **7.3 Safer Recruitment Training**

At least one member of the recruitment panel will have completed **safer recruitment training**. **Training is refreshed every five years.** **Governors and members of the senior leadership team are also required to undertake this training.**

### **7.4 Retention of Records**

Recruitment records will be retained for **six months for unsuccessful candidates**. Records for successful candidates will be retained on personnel files as per the school's retention schedule.

### **7.5 Allegations Against Staff**

Any allegation made against a member of staff or volunteer will be handled in accordance with the school's Safeguarding and Child Protection Policy and reported to the Local Authority Designated Officer (LADO) where appropriate to do so.

## **8. DATA PROTECTION**

All data collected during the recruitment process is handled in accordance with the **Data Protection Act 2018** and the school's **privacy notice**.

## **9. MONITORING AND REVIEW**

This policy is reviewed annually by the **Headteacher** and approved by the **Governing Body**. The school evaluates its recruitment processes regularly to ensure compliance and effectiveness.

## Appendix 1



DRAYTON MANOR HIGH SCHOOL

## RECRUITMENT SHORTLISTING FORM

POST	
ADVERTISED IN	
CLOSING DATE	
SHORTLISTED BY	

SHORTLISTING CODE	SHORTLISTING CRITERIA
M	Meets criteria
P	Partially meets criteria
F	Fails to meet criteria

[illegible]



## DRAYTON MANOR HIGH SCHOOL

### NEW STARTER CHECKLIST (TEACHING STAFF)

Name \_\_\_\_\_ Staff Code \_\_\_\_\_  
 Post \_\_\_\_\_  
 Start Date \_\_\_\_\_

	Date	Initials
<b>Personnel File/Database</b>		
Personnel file set up		
Advise Data Manager		
Start SIMS Record		
Up-date starter list/ Telephone List		
Original application on file		
Copy of Advert, JD and PS on file		
Entry in staff bulletin		
Inform IT of new starter initials and date		
Inform SLT of new starter and date		
<b>References</b>		
References Requested		
Reference 1 received/original on file		
Reference 2 received/original on file		
<b>Appointment Letter</b>		
Issue Appointment Letter to include: <ul style="list-style-type: none"> <li>• Contract of employment</li> <li>• Payroll information form</li> <li>• DBS (online registration)</li> <li>• New Starter Form (if no P45 rec'd)</li> <li>• Staff and HR Handbook Acknowledgement</li> <li>• Data Collection Form</li> <li>• Online Safety Form</li> <li>• Medical Form and SAE</li> <li>• Guide to Accessing Staff Handbook</li> <li>• Certificate of Good Conduct Request (if needed)</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Conduct Policy</li> <li>• Keeping Children Safe in Education (DfE Information)</li> <li>• Child Protection and Safeguarding Policy</li> </ul>		
Copy appointment letter to personnel file		
Copy appointment letter to payroll file		
<b>Payroll</b>		
Received and Copied for payroll		
P45/P46/New Starter Form passed to HR Officer/Payroll		

	Date	Initials
Pension return updated if opted in		
File with personnel file		
<b>DBS</b>		
Complete online form with evidence of Identity and send remote email		
Copy on personnel file		
Photo ID checked		
Certificate of Good Conduct (if relevant)		
<b>Barred List Check</b>		
Print electronic confirmation and copy to file		
DBS clearance received/ filed on personnel file		
NCTL Sanction List completed		
DBS Single Central Record updated		
Copy of original DBS certificate on file		
<b>Risk Assessment</b> (If DBS clearance not received before start date)		
Complete form and give to SLT		
Copy received and filed on personnel file		
<b>Medical form</b>		
Received and filed on personnel file		
<b>Contract</b>		
Received and filed on personnel file		
If 'Fixed Term' diary note raised to record end date		
<b>Evidence of Qualifications</b>		
Qualifications – original seen and copied to file		
Teacher Agency Registration confirmed		
QTS or exemption confirmed		
Statutory Induction completed unless NQT		
Skills tests confirmed if relevant		
<b>Identification and Eligibility to Work in UK</b>		
Evidence received		
Single Central Record Updated		
Application for work permit made		
Work permit received		
Leave to Remain received		

**SIGNED**

\_\_\_\_\_  
HR Administration Assistant

**DATE**

\_\_\_\_\_

**AGREED**

\_\_\_\_\_  
HR Manager  
Administration Manager

**DATE**

\_\_\_\_\_

**AGREED**

\_\_\_\_\_  
SLT MEMBER

**DATE**

\_\_\_\_\_

## Appendix2b



### DRAYTON MANOR HIGH SCHOOL

## NEW STARTER CHECKLIST (NON-TEACHING STAFF)

**Name**  
**Post**  
**Start Date**

**Staff Code**

	Date	Initials
<b>Personnel File/Database</b>		
Personnel file set up		
Advise Data Manager		
Start SIMS Record		
Up-date starter list/ Telephone List		
Original application on file		
Copy of Advert, JD and PS on file		
Entry in staff bulletin		
Inform IT of new starter initials and date		
Inform SLT of new starter and date		
<b>References</b>		
References Requested		
Reference 1 received/original on file		
Reference 2 received/original on file		
<b>Appointment Letter</b>		
Issue Appointment Letter to include: <ul style="list-style-type: none"> <li>• Contract of employment</li> <li>• Payroll information form</li> <li>• DBS (online registration)</li> <li>• New Starter Form/P45</li> <li>• Staff and HR Handbook Acknowledgement</li> <li>• Data Collection Form</li> <li>• E-Safety Form</li> <li>• Medical Form and SAE</li> <li>• Guide to Accessing Staff Handbook</li> <li>• Certificate of Good Conduct Request (if needed)</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Conduct Policy</li> <li>• Keeping Children Safe in Education (DfE Information)</li> <li>• Child Protection and Safeguarding Children Policy</li> </ul>		
Copy appointment letter to personnel file		
Copy appointment letter to payroll file		

<b>Payroll information form</b>		
Received and Copied for payroll		



	Date	Initials
New Starter Form/P45 passed to HR Officer/Payroll		
Pension return updated if opted in		
File with personnel file		
<b>DBS Form</b>		
Complete online form with evidence of Identity and send remote email		
Copy on personnel file		
Photo ID checked		
Barred List Check		
Print electronic confirmation and copy to file		
DBS clearance received/ filed on personnel file		
DBS Central Record updated		
Copy of original DBS certificate on file		
<b>Risk Assessment</b> (If DBS clearance not received before start date)		
Complete form and give to SLT		
Copy received and filed on personnel file		
<b>Medical form</b>		
Received and filed on personnel file		
<b>Contract</b>		
Received and filed on personnel file		
If 'Fixed Term' diary note raised to record end date		
<b>Evidence of Qualifications</b>		
Qualifications – original seen and copied to file		
<b>Identification and Eligibility to Work in UK</b>		
Evidence received		
Single Central Record Updated		
Application for work permit made		
Work permit received		
Leave to Remain received		

**SIGNED**

**DATE**

\_\_\_\_\_  
HR Administration Assistant

\_\_\_\_\_

**AGREED**

**DATE**

\_\_\_\_\_  
HR Manager  
Administration Manager

\_\_\_\_\_

**AGREED**

**DATE**

\_\_\_\_\_  
SLT MEMBER

\_\_\_\_\_

## Appendix2c



### DRAYTON MANOR HIGH SCHOOL

**Name**  
**Post**  
**Start Date**

**Staff Code**

	<b>Date</b>	<b>Initials</b>
<b>Personnel File/Database</b>		
Vetting Form received from Agency		
Original application/Agency Vetting Form on file		
Copy of Advert, JD and PS on file (if relevant)		
Start SIMS Record		
Inform IT of new starter initials and date		
<b>References (Agency to confirm)</b>		
References Requested		
Reference 1 received/original on file		
Reference 2 received/original on file		
<b>Barred Search List</b>		
Confirm date of birth and previous surnames		
Carry out check and copy to file		
<b>New starter pack</b>		
Issue Paperwork (where relevant) to include: <ul style="list-style-type: none"> <li>• Staff Handbook Acknowledgement</li> <li>• Guide to Accessing Staff Handbook</li> <li>• Certificate of Good Conduct Request (if needed)</li> <li>• Data Collection form</li> <li>• Online Safety Form</li> <li>• Medical Form and SAE</li> <li>• Code of Conduct</li> <li>• Health &amp; Safety Policies</li> <li>• Keeping Children Safe in Education (DfE Information)</li> <li>• Child Protection and Safeguarding Children Policy</li> </ul>		
File with personnel file		

<b>DBS Process (to be completed where no Agency confirmation received)</b>	<b>Date</b>	<b>Initials</b>
Complete online form with evidence of Identity and send remote email		
Copy on personnel file		
Photo ID checked		
Barred List Checked		
Certificate of Good Conduct (if relevant)		
DBS clearance received/ filed on personnel file		
DBS Central Record updated		
Copy of original DBS certificate on file		
<b>Risk Assessment</b> (If DBS clearance not rec'd before start date)		
Complete form and give to SLT		
Copy received and filed on personnel file		
<b>Medical form</b>		
Received and filed on personnel file		
<b>Contract</b>		
If 'Fixed Term' diary note raised to record end date		
<b>Evidence of Qualifications</b>		
Qualifications – original seen and copied to file		
Teacher Agency Registration confirmed		
QTS or exemption confirmed		
<b>Identification and Eligibility to Work in UK</b>		
Evidence received		
Single Central Record updated		
Application for work permit made		
Work permit received		
Leave to Remain received		

**SIGNED**

**DATE**

\_\_\_\_\_  
HR Administration Assistant

\_\_\_\_\_

**AGREED**

**DATE**

\_\_\_\_\_  
HR Manager  
Administration Manager

\_\_\_\_\_

## Appendix3



### **DRAYTON MANOR HIGH SCHOOL**

#### **Policy Statement on the Recruitment of Ex-offenders**

In accordance with the Disclosure and Barring Service (DBS) Code of Practice, this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full DBS Code of Practice is available at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

- As an organisation which uses the Disclosure and Barring Service (DBS) service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the DBS before the appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.



DRAYTON MANOR HIGH SCHOOL

## DRAYTON MANOR HIGH SCHOOL

### DBS Risk Assessment Checklist

#### Starting Work Prior to DBS Certificate Being Seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the school.

Name of Person.....

Role .....

Interview Date .....

Proposed Start Date.....

DBS Check application date .....

[The person must not start without an application being made]

Is the person in 'Regulated' Activity? Yes ☐ No ☐

#### Reason for starting without seeing a new DBS Check

☐ Continuity of the school's provision to pupils

☐ Other (please state) .....

#### Known Information

Have all the following checks been satisfactorily completed?

☐ Identity check (photographic) [Essential]

☐ Verification of current address [Essential]

☐ Barred list check {if legally appropriate} [Essential]

☐ Prohibition check (for teachers) [Essential]

☐ Overseas checks (where relevant)

☐ Right to Work in the UK [Essential]

☐ Confirmation of qualifications [Essential]

☐ Two references [Essential]

Any other information {please state} .....

### Previous DBS Certificate

If the person has a previous DBS, on what date was it issued? .....

When was the person's last day at work in their previous school or college? .....

### Decision

- ☐ **High Risk** - Person should not be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.
- ☐ **Medium Risk** - Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised\* at all times and **should not** undertake 1:1 work, personal care activities or residential visits. (\* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).
- ☐ **Low Risk** - Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

### Authorisation

DSL {Print Name} .....

DSL {Signature} .....

Date .....

Headteacher {Print Name} .....

Headteacher {Signature} .....

Date .....

Chair of Governors {Print Name} .....

Chair of Governors {Signature} .....

Date .....

## Appendix5



### DECLARATION OF ELIGIBILITY

A governor must be aged 18 or over at the time of their election or appointment. A person cannot hold more than one governorship at the same school.

There are some restrictions on who can be a governor. A person is disqualified from being a governor or associate member if they:

- are at any time during their period of office detained under the Mental Health Act 1983
- have failed to attend a full governing body meeting for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body
- are the subject of a bankruptcy restriction order or an interim order
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 429(2) of the Insolvency Act 1986 (failure to pay under a county court administration order)
- have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- are included in the list (Barred List) of teachers or workers prohibited or restricted from working with children or young people
- are disqualified from working with children
- are disqualified from registration for childminding or providing day care
- are disqualified from registration under Part 3 of the Childcare Act 2006
- are disqualified from being an independent school proprietor, teacher or employee in a school
- have been sentenced, in the UK or elsewhere, to three months or more in prison (whether suspended or not and without the option of a fine) in the five years before becoming a governor or since becoming a governor
- have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor
- have at any time received a prison sentence of five years or more
- have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
- refuse an application being made to the Criminal Records Bureau for a criminal records certificate
- are subject to a disqualification order under the Criminal Justice and Court Services Act 2000

For a list of legislation applying to schools, please refer to the GovernorNet website: [www.governornet.co.uk](http://www.governornet.co.uk)

I declare that I have read the list of disqualifications and confirm that none of these factors is applicable to me. I acknowledge that all new governors are subject to a Department for Education (DfE) Barred List search.

Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature \_\_\_\_\_