



# Walkwood

Church of England  Middle School

## Recruitment Policy

Governing Body Committee responsible:	Full Board		
Approval granted:	27 November 2017	Review date:	Autumn 2018

“Father, I don’t ask you to take my followers out of the world, but keep them safe from the evil.”

*John 17: 15*

“Church of England Schools have at their heart a belief that all children are loved by God, are individually unique and that the school has a mission to help each pupil to fulfil their potential in all aspects of their personhood: physically, academically, socially, morally and spiritually. Schools have a duty to try to remove any factor that might represent a hindrance to a child’s fulfilment. We want all pupils to want to engage in learning in a safe and welcoming ethos.”

*Valuing All God’s Children, Church of England, 2014*

“The core purpose of any Church school is to maximise the learning potential of every pupil within the love of God.”

*SIAMS (Statutory Inspection of Anglican and Methodist Schools) 2012*



## Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

## Aims and Objectives

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

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, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - May 2016, the Prevent Duty Guidance for England and Wales 2016 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service;
- 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.

The school has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. The school aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Walkwood Church of England Middle School.

## Roles and Responsibilities

It is the responsibility of the Governing Body to:

- ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements;
- monitor the school's compliance with them.

It is the responsibility of the Business Manager involved in recruitment to:

- ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school;
- monitor contractors' and agencies' compliance with this document;
- promote welfare of children and young people at every stage of the procedure.

The Governing Body has delegated responsibility to the Principal (teaching staff and teaching assistants) and Business Manager (support staff) to lead in all appointments. School Governors may be involved in staff appointments but the final decision will rest with the Principal.

### Definition of Regulated Activity and Frequency

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 2.00 am and 6.00 am; 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.

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 Disclosure and Barring Service check for all staff, supply staff and governors who will be engaging in regulated activity. However, the school can also carry out an enhanced Disclosure and Barring Service 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.

## Recruitment and selection procedure

### Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible; this may entail an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

### Application Forms

*Walkwood Church of England Middle School uses the Worcestershire application form and all applicants for employment will be required to complete an application form containing questions*

about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the Disclosure and Barring Service.

### **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

### **References**

References for shortlisted applicants will be sent for immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the school. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. In the event of the applicant not having worked with children then other appropriate references must be sought. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

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. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

No questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up.

The school does not accept open references, testimonials or references from relatives.

## Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

At least one member of any interviewing panel will have undertaken Safer Recruitment Training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

## Offer of appointment and new employee process

In accordance with the recommendations set out in Keeping Children Safe in Education (2016), the school carries out a number of pre-employment checks in respect of all prospective employees.

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 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":
  - the school being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the school or which, in the school's opinion, renders the applicant unsuitable to work at the school; and
  - the school being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the school or which, in the school's opinion, renders the applicant unsuitable to work at the school;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the Disclosure and Barring Service which the school considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List\*;



- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- confirmation that the applicant is not 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;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; 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 Disclosure and Barring Service check for all staff, supply staff and governors who will be engaging in regulated activity. However, the school can also carry out an enhanced Disclosure and Barring Service 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 Disclosure and Barring Service check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

#### **The Rehabilitation of Offenders Act 1974**

This Act does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Walkwood Church of England Middle School.

#### **Disclosure and Barring Service Certificate (formerly known as CRB Disclosure)**

The school applies for an enhanced disclosure from the Disclosure and Barring Service 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.

It is the school's policy that the Disclosure and Barring Service disclosure must be obtained before the commencement of employment of any new employee.

It is the school's policy to re-check employee's Disclosure and Barring Service Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc) must be re-checked before they return back to work.

Members of staff at Walkwood Church of England Middle School are aware of their obligation to inform the Business Manager or the HR Department of any cautions or convictions that arise between these checks taking place.

Disclosure and Barring Service checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

### **Portability of Disclosure and Barring Service Certificates Checks**

Staff may wish to join the Disclosure and Barring Service Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

### **Copies of Disclosure and Barring Service Checks**

The Disclosure and Barring Service no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the Office Manager (for employees within 7 days of issue or applicants before they commence work or any project involving regulated activity).

### **Dealing with convictions**

The school operates a formal procedure if a Disclosure and Barring Service Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Business Manager. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Business Manager will evaluate all of the risk factors above before a position is offered or confirmed.

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

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as



proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and Disclosure and Barring Service identity checking guidelines.

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.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

### 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.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. 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.

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

### Overseas checks

The school, in accordance with the UK Visas and Immigration will, if applicable, sponsor new foreign nationals (see Certificate of Sponsorship section).

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the school.

### Certificates of Sponsorship

If an appointed applicant is a national of a non-EEA country, a CoS may be required. Before any offer of employment is made, the Interviewing Managers should consult with the Human Resources Department to establish whether the school has any unallocated Sponsorship Certificates.

Criteria for issuing a Certificate of Sponsorship are:

- The job is in a “designated shortage” occupation; or
- It passes the Resident Labour Market Test (RLMT);
- The job is at NQF6 Level or above;
- Minimum salary levels are met.

Only the Business Manager will be able to issue a CoS. In addition to the CoS the applicant must apply for entry clearance/leave to remain through the UK Visas and Immigration and comply with its requirements.

The process can take up to three months and staff cannot, under any circumstances, be employed until permission is given.

Detailed advice on the above is available from the Human Resources Department.

### **Induction Programme**

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct and Part One of Keeping Children Safe in Education, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

## **Single Centralised Register of Members of Staff**

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept. This is kept up-to-date and retained in school. The Single Centralised Register will contain details of the following:-

- all employees who are employed to work at the school;
- all employees who are employed as supply staff to the school whether employed directly or through an agency;
- all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, Governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

A designated Governor will be responsible for auditing the Single Centralised Register and reporting his/her findings to the full Governing Body during the Summer Term meeting.

## **Record Retention / Data Protection**

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

This documentation will be retained by the school for the duration of the successful applicant's employment with the school. All information retained on employees is securely kept centrally. The same policy applies to any suitability information obtained about volunteers involved with school activities.

Walkwood Church of England Middle School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie: shredded). The 6 month retention period is in accordance with the Data Protection Act 1998.

## Ongoing Employment

Walkwood Church of England Middle School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the staff training and staff appraisal procedure.

## Leaving Employment at Walkwood Church of England Middle School

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the school also has a legal duty to make a referral to the Disclosure and Barring Service in circumstances where an individual:

- has applied for a position at the school despite being barred from working with children; or
- has been removed by the school from working in regulated activity (whether paid or unpaid);
- or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the Disclosure and Barring Service is a teacher, the school may also decide to make a referral to the National College for Teaching and Leadership.

## 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 seek from the agency a verification of the identity of staff supplied by contractors or an agency in and will require the provision of the original Disclosure and Barring Service certificate before contractors or agency staff can commence work at the school.

## Visiting Speakers

The Prevent Duty Guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. The school is not permitted to obtain a Disclosure and Barring Service disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school.

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The school will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in Keeping Children Safe in Education which states:

"'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty 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.

## Volunteers

The school will request an enhanced Disclosure and Barring Service 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 above will be applied to all volunteers). 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 Disclosure and Barring Service 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 Disclosure and Barring Service 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):

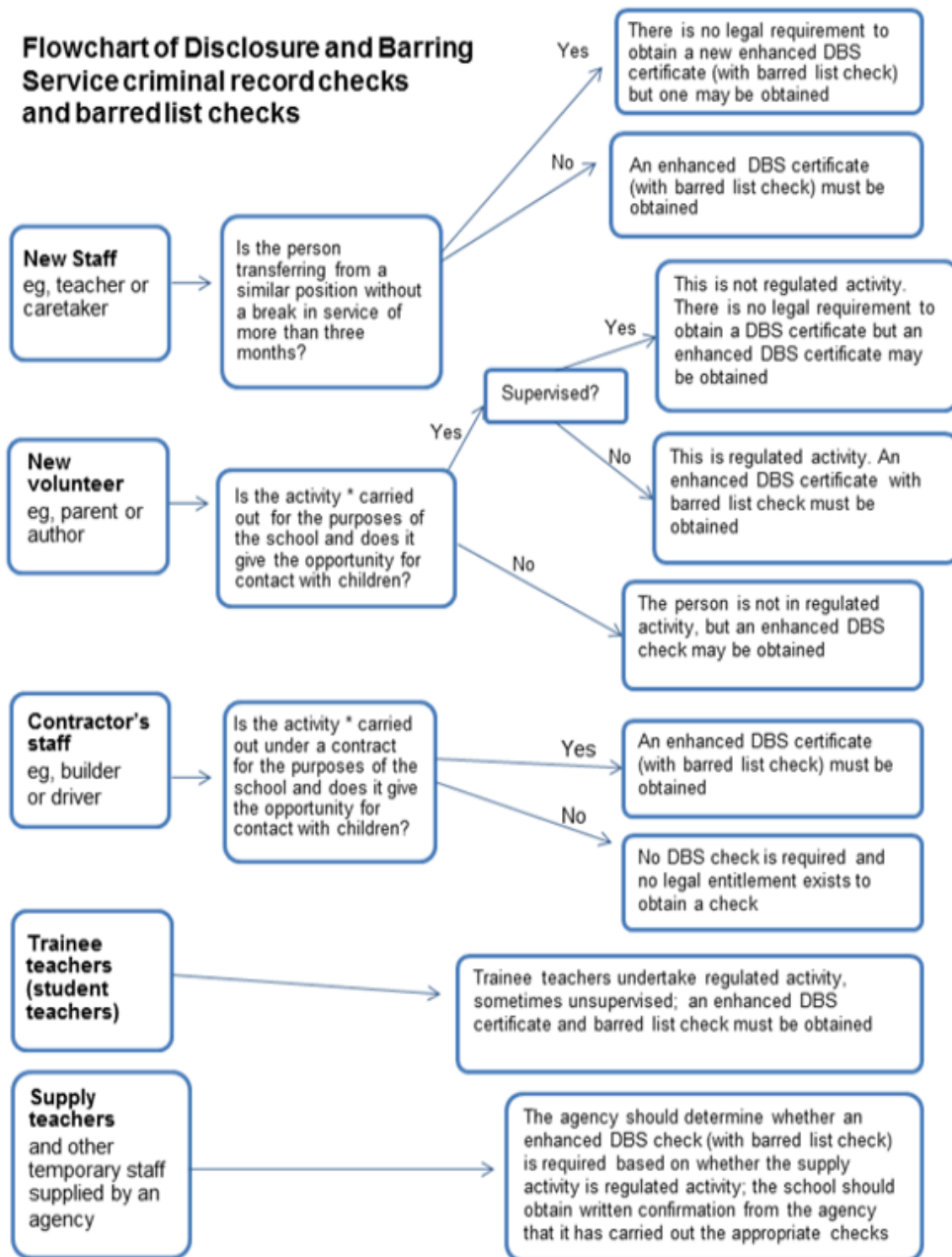
- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

## Monitoring and Evaluation

The Business Manager will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Principal to report to the Governing Body.

## Appendix 1

### Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



## Appendix 2

### Regulated Activity



- In regulated activity = people who work with or have access to children between 2 a.m. and 6 a.m. ....or more than 3 times in a 30 day period ...or once a week or more (or who carry out personal care or health care (carried out on behalf of, or by, a health care professional) at any time))
- In unregulated activity = people who work with or have access to children fewer than 3 times in 30 days ...or less than once a week
- Staff can start work before DBS clearance but need a risk assessment and barred list check before commencing and appropriate supervision
- Volunteers who need to be supervised (in non-regulated activity): we would need to carry out a risk assessment as to the level of supervision needed – needs to be supervision by a DBS-enhanced-and-barred-checked person, ‘day to day’ and ‘reasonable in the circumstances to ensure the protection of children’. *Clarified as someone fully DBS checked ‘in the vicinity, most of the time’....*

Category	Checks needed:				
	DBS enhanced check?	DBS barred list check?	Prohibition check?	Other:	Subsequent DBS checks needed?
Existing Teachers (including those on maternity leave or long term sick)	Already have	Already have	Already have		Not required - only if we have concerns
New teachers (who have worked in another school or FE institution in regulated activity in the 3 months prior to appointment)	Check existing	Yes	Yes		Not required but can if we want
New teachers (who have not worked in another school during the last 3 months)	Yes	Yes	Yes		Only if we have concerns
Existing TAs	Already have	Already have			Only if we have concerns
New TAs (who have worked in another school or FE institution in regulated activity in the 3 months prior to appointment)	Check existing	Yes			Not required but can if we want
New TAs (who have not worked in another school in regulated activity in the 3 months prior to appointment)	Yes	Yes			Only if we have concerns
Other existing staff in regulated activity	Already have	Already have			Only if we have concerns
Other new staff in regulated activity	Yes	Yes			Only if we have concerns

Category	Checks needed:				
	DBS enhanced check?	DBS barred list check?	Prohibition check?	Other:	Subsequent DBS checks needed?
Existing Volunteers <b>in regulated activity</b>	Already have	Already have			Only if we have concerns
Existing Volunteers <b>in unregulated activity</b>	Already have	Already have		Need to be supervised	Only if we have concerns – but not barred list
New Volunteers <b>in regulated activity</b>	Yes	Yes			Only if we have concerns
New Volunteers <b>in unregulated activity</b>	Yes	Not allowed to request this		Need to be supervised	Only if we have concerns – but not barred list
Existing Governors <b>in regulated activity</b>	Already have	Already have			Only if we have concerns
Existing Governors <b>in unregulated activity</b>	Already have	Already have		Need to be supervised	Only if we have concerns – but not barred list
New Governors <b>in regulated activity</b>	Yes	Yes			Only if we have concerns
New Governors <b>in unregulated activity</b>	If we want	Not allowed to request this		Need to be supervised	Only if we have concerns – but not barred list
Supply teachers	Yes -agency/third party to confirm	Yes -agency/third party to confirm			
Students on placement <b>in regulated activity</b>	Yes	Yes			Only if we have concerns
Work experience <b>in regulated activity</b>	Yes	Yes			Only if we have concerns
Work Experience <b>in unregulated activity</b>	If we want	Not allowed to request this		Need to be supervised	Only if we have concerns – but not barred list
Club coaches <b>in regulated activity</b>	Yes -agency/third party to confirm	Yes -agency/third party to confirm			
Health care professionals <b>in regulated activity</b>	Yes -agency/third party to confirm	Yes -agency/third party to confirm			
Visitors <b>in unregulated activity</b>	Not allowed to request this	Not allowed to request this		Need to be supervised	Not allowed to request this



Category	Checks needed:				
	DBS enhanced check?	DBS barred list check?	Prohibition check?	Other:	Subsequent DBS checks needed?
Cleaners in regulated activity	Yes -agency/third party to confirm	Yes -agency/third party to confirm			
Contractors in unregulated activity	No (unless they have the opportunity for regular contact with children in which case an enhanced DBS check will be requested)	Not allowed to request this		Need to be supervised	
BITS our technician is in regulated activity	Yes -agency/third party to confirm	Yes -agency/third party to confirm			

## Appendix 3

### Guidance Information sent to candidates

Candidates are advised to read the following notes carefully as, unless other pre-selection techniques are used, the decision to shortlist for interview will be based solely on the information provided in the Application Form. This advice is designed to help candidates complete the Application Form as thoroughly as possible. Information provided in the Application form will be treated as confidential.

#### The Information 'Pack'

All information packs contain the Job Description and Person Specification, further information about the school, and this Application Guidance and Information document

#### Equal Opportunities

The school is committed to offering equality of opportunity in employment regardless of race, sex, marital status, sexual orientation, disability or age. To monitor effectiveness of Equal Opportunities policies we need to monitor the numbers of applications by sex, race and disability. You are therefore requested to provide this information on the Application Form.

#### Disabled Applicants

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply since it may be possible to change the duties of a post. You are asked to indicate in the 'Additional Information' section of the Application Form whether your disability prevents you from undertaking any of the duties of the post and why. There is provision for information to be provided in large print and Braille or on tape. If you have difficulty completing the Application Form you may alternatively submit a CV. However, this should still follow the same format as the Application Form. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are asked to indicate in the 'Additional Information' section of the Application Form any arrangements which may need to be made in order for you to attend an interview.

#### Canvassing

Applicants must not canvass members of the school's Governing Body. This means you must not seek their support or attempt to ask them to influence the decision – if you do, you will be disqualified.

#### Presentation

Candidates are asked to:

- use a black pen or type within the Application Form;
- check the spelling and that all questions have been addressed;
- sign the Application Form to declare that the information provided is accurate;
- keep a copy of the Application Form for reference;
- return the form to Walkwood Church of England Middle School by post, or email to [recruitment@walkwoodms.worcs.sch.uk](mailto:recruitment@walkwoodms.worcs.sch.uk);
- Ensure that the Application Form arrives before the closing date, it is not the school's policy to accept late applications.

#### Completing the Application Form



Candidates are expected to give due attention to the following areas.

### General.

The application form should be read fully before writing anything. Writing out the application form in rough first to help organise thoughts may be useful. Ensure the information provided is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.

### Employment Experience.

Complete this section as fully as possible giving exact dates. Where specific dates cannot be remembered, provide as good an indication of the time involved as possible.

### Qualifications.

Where specific qualifications are required for the position, this will be included in the Job Description and Person Specification. Candidates should complete this section giving details of relevant examination results and grades. If the application is successful, candidates will be required to provide verification of these qualifications. Make sure that any qualifications that are currently being pursued are also noted.

### References.

If there is an objection to any references being sought prior to interview, then this is to be raised on the application form. Candidates are likely to be asked about this so that the school can proceed respectfully if references are needed prior to appointment.

### Information in support of application

Candidates are asked to consider carefully the following.

- Curriculum Vitae will not be accepted.
- Read the Job Description and Person Specification carefully, so it is understood what the position involves.
- Consider what is attractive about the position? For example, would it be a promotion or, alternatively, a good career move sideways to broaden your experience?
- Do not simply repeat the career history. Pick out skills, knowledge and experience required by the Job Description and Person Specification and provide evidence.
- Be as concise as possible.
- Any additional information included should relate specifically to Walkwood Church of England Middle School and the post applied for.
- Additional information in support of the application (the candidate's name and the job being applied for needs to be on each additional sheet submitted); but in no circumstances should this exceed two sides of A4 paper.
- Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the Person Specification that can be assessed from the application form. Candidates must therefore give evidence which shows how they meet the specification. If the specification states "able to use initiative and work unsupervised" it will not be sufficient to say "I can work unsupervised and show initiative," as candidates should quote examples of their work/life which demonstrate these attributes.
- Mention any relevant experience acquired outside work, such as community, voluntary or leisure interests.
- Above all, gear the application to this specific job and to Walkwood Church of England Middle School.

Internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.

### Job Sharing

Where appropriate the school supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff.

### Statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Under the terms of the Rehabilitation of Offenders Act 1974, all schools posts are classed as those for which applicants must declare all criminal convictions/cautions regardless of whether or not they are spent.

The school can only ask an individual to provide details of convictions and cautions that the school are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the school can only ask an individual about convictions and cautions that are not protected.

The school is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The school actively promotes 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. The school selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The school ensures that at least one of the persons who are involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. The school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the school ensures 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.

The school makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

The school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### Further information regarding conviction information

On the 29 May 2013, legislation<sup>1</sup> came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Applicants can refer to the guidance and criteria on the DBS website which explains the filtering of old and minor cautions and convictions which are now 'protected'.

<sup>1</sup> See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013.