



Safer Recruitment and Single Central Register Policy

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School Aims

Our warm, caring and friendly School aims to give children a sense of belonging, community and respect for others. Our broad and balanced curriculum, experienced staff and small classes are designed to promote an education tailored to individual needs, encouraging children to develop their particular talents and abilities. We aim to lay strong foundations for each child's future, helping them to develop confidence, a sense of self and potential. We aim to instil in them a love of learning and exploration, encouraging effort and enthusiasm.

Aims of this policy

It is vital that our School creates a culture of safe recruitment and, as part of that, adopts recruitment procedures that help deter, reject or identify people who might have previously demonstrated signs of neglect, lack of care or abuse of children or may not have their welfare as their primary concern.

Introduction

This note sets out the requirements of the School in connection with pre-employment vetting and the Single Central Register and the policy the School has adopted. Details of the requirements and guidance can be found in the document: "Keeping children safe in education statutory guidance for schools and colleges". The sections in yellow set out the School's policy requirements.

Single Central Register

The Education (Independent School Standards) Regulations 2014 set out certain standards to be met by independent schools. The standard relating to the suitability of staff is met if the prescribed checks are done when recruiting staff and the school maintains a single central record (SCR) of these checks. Click link for details <https://www.legislation.gov.uk/ukxi/2014/3283/schedule/made>. This Regulation sets out the minimum information to be kept in the register. The School will go further and record on the SCR all the checks referred to in this policy. The register will be kept electronically.

It is agreed that all columns should be completed including the use of N/A (not applicable). If this is used we will offer an explanation of why this check is considered not applicable. Use will be made of the explanatory notes section on the SCR in the case of late receipt of any documents, any risk assessments used or where any discretions have been exercised.

Who is responsible?

- The Office Administrator is responsible for collecting the relevant information and entering it onto the electronic system
- The Bursar is responsible for checking the information and the electronic SCR each week
- The Chair of Governors will check the SCR each half term

Before an appointment is made...

- Any advertised position will explicitly declare the School's commitment to Safeguarding and promoting the welfare of pupils. It will also explicitly state that rigorous safeguarding checks will be undertaken. See Appendix 1 for guidance on specific safeguarding text to feature on adverts.
- All Job Descriptions will specify the particular safeguarding responsibilities pertaining to that role.
- Application forms explicitly state that it is an offence to apply for a role in a regulated activity relevant to children if the applicant is barred. They also include a link to our Safeguarding Policy. See Appendix 2 for application forms for teaching and non-teaching staff
- Appendix 3 provides guidance on the shortlisting process, always to be completed by at least 2 members of the senior leadership team.
- Shortlisted candidates will be asked to complete a self-declaration of their criminal record, or provide information that would make them unsuitable to work with children. Please see Appendix 4 for an example of a self-declaration form.

What checks must be done?

A recruitment checklist is used as a part of every appointment. This ensures that all checks are completed and in the right sequence. See Appendix 11.

In summary, the following checks must be carried out before a person starts:

- DBS checks (including barred list)
- Prohibition from teaching
- Right to work in the UK*
- Identity check*
- Medical fitness*
- Qualifications (if relevant to the role)*
- Prohibition from management
- Appropriate checks on persons who have lived outside the UK
- Online check

*These checks must be done before appointment

Appendix 5 lists the ISI required information checklist, which is used as the template for our SCR.

DBS Checks

As part of the vetting process a DBS check will be done.

What is a DBS check?

DBS means: Disclosure and Barring Service. There are three levels of DBS checks: basic, standard and enhanced.

Basic DBS: The lowest level of disclosure which checks the Police National Computer for details of all current criminal convictions.

Standard DBS: This provides the same information as a standard check, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS: The highest level of disclosure. An enhanced DBS will show the following offences: sexual, violence, the supply of drugs and safeguarding. With an enhanced check, the School can also request to see whether a potential or current employee is listed on the Children's Barred List. This ensures that a candidate is not barred from working with vulnerable groups but can only be requested if the candidate or employee will be involved in a regulated activity (see below).

DBS Policy

A new DBS check is not required if an applicant has a current DBS certificate and has not been out of teaching for more than 3 months, or if they are subscribed to the update service. Copies of DBS should not be kept.

Staff

The prospective member of staff will be required to produce a DBS certificate. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for appointments of all staff. From the 1st October 2022, all new staff will be required to subscribe to the DBS update service.

A person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis (in a school or college) for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school or college
- where that work provides an opportunity for contact with children; or
- engage in intimate or personal care, or overnight activity, even if this happens only once.

Volunteers

The School policy is that a volunteer (even if supervised) who regularly teaches will be asked for an enhanced DBS which includes barred list information.

A person who sometimes volunteers in the School will not be asked for a DBS certificate but will at all times be supervised when in contact with children.

A guidance document by the Independent School's Inspectorate concerning vetting checks on volunteers (Commentary on Regulatory Requirements September 2020, is attached in Appendix 5.1

Governors

Governors are required to have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity. As most of our Governors will have contact with children we will also seek barred list information for them. DFE approval is sought before the appointment of a new Chair of Governors.

Non employed staff

DBS checks will be carried out for non-employed staff, such as catering staff, by their employer. Non employed staff who do not have an employer will be required to provide DBS checks at the required level. The School policy is that the providers of non-employed staff will be required to confirm that they have carried out the necessary DBS checks and that the check is at the required level. An identity check will also be carried out when they first attend the School.

Visitors

For visitors attending school to carry out an educational activity (for example an assembly or an interactive lesson), a Visitor Risk Assessment will be completed in advance of their arrival with a requirement that certain ID checks are completed (see Appendix 6 for visitor risk assessment which details id checks for visitors). This will be checked by a member of the Senior Leadership Team.

Any visitor who does not have a DBS check will be accompanied by a member of Windlesham Staff at all times.

When is a DBS done?

The regulations provide that an applicant must show the original DBS certificate to the School before they take up a post, or as soon as practicable afterwards. It is the policy of the School that all enhanced DBS certificates must be shown before taking up a post unless it has been otherwise agreed with the Head. Where the Head agrees to allow an individual to start work involving a regulated activity before the enhanced DBS certificate is available, they will ensure that a risk assessment is undertaken and held on file and the individual is appropriately supervised and that all other checks, including a separate barred list check, have been done.

When is a barred check done?

Although the Regulations allow a person to start work before the DBS checks have been done, the policy of the School is that no member of staff may work in the School until the School has received their barred list check.

Prohibition from teaching check

No member of staff who is appointed to carry out teaching can start work at the School unless a check has been carried out to ensure they are not prohibited from teaching. Checks are carried out with their consent. Consent is requested on application forms (see Appendix 2B). For the purpose of this policy, all staff who work directly with children (irrespective of the level of supervision and direction) are considered to be engaged in teaching work. The Prohibition from Teaching database is managed by the [Teacher Regulations Agency](#). This check is normally carried out by the Bursar.

New checks are also completed when a member of staff changes role – for example if they were not employed as a teacher but were later promoted to a teaching post. Prohibition from Management checks are also completed for senior teachers who are later appointed as members of the senior leadership team.

Right to work in the UK

All employers are required to check that all employees have the right to work in the UK. This can usually be done by checking their passport. If they have a UK passport then that will be a sufficient check.

Note that the freedom of movement between the UK and EU has ended and the UK has introduced an immigration system that treats all applicants equally, regardless of where they come from.

Anyone being recruited from outside the UK, excluding Irish citizens, needs to meet certain requirements and apply for permission first.

A guide to the necessary checks which must be carried out can be found [here](#). These checks must be done before they start work. The relevant teachers' regulatory body may be locatable in the Regulated Professions Database (<https://ec.europa.eu/growth/tools-databases/regprof/>).

Identity check

A person's identity must be checked before they start work. This is done by checking the person's passport or driving licence, for example. An electronic copy of the id is saved to the network and a hard copy is stored on the person's HR file. ID checks must require 2 pieces of evidence be provided which qualify a minimum score of 3, or a combination of evidence which scores 3 and 4 as stipulated in the government guidance [How to Prove and Verify Someone's Identity](#). See Appendix 7 for guidance on appropriate identity checks.

Other visitors entering the school will be required to show photo id at reception or, if participating in a regulated activity as a volunteer, to provide evidence as detailed in the Visitor Risk Assessment.

Medical fitness

The aim of the fitness to teach requirement is to ensure that a future teacher has both the physical and mental fitness to perform their duties without putting children and young people at risk.

New starters are required to complete a confidential health questionnaire (see Appendix 8) which is then returned to the Bursar or the Headteacher for review. Any issues are then discussed with the candidate if necessary. This is undertaken after the job offer has been made to the candidate but the check must be done before the person starts work. See Appendix 8 for example of Windlesham School's Health Questionnaire, and Appendix 9 for an example of our New Staff Form.

Online check

An online check of the main search engines and social media sites e.g. Facebook and Instagram will be carried out by the Bursar (only for prospective employees). This will check the following only:

- Information which seems contrary to that supplied by the candidate
- Derogatory posts written about a former employee or employer
- Inappropriate language or images
- Illegal or offensive behaviour
- Evidence of extremist views or radicalisation

This check should be completed before interview, but must be completed before the person starts work. Please see Appendix 10 for guidance on how to carry out online checks.

Qualifications

The candidate is asked to produce originals of their qualification certificates which are checked by the Bursar. Copies are made and kept on file. This check must be done before the person starts work.

Directions under sections 128 and 142

The School must check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State. The background is that the Secretary of State is able to make directions prohibiting individuals from taking part in independent school management under section 128 of the Education and Skills Act 2008. Individuals taking part in 'management' may include individuals who are members of proprietary bodies (including governors if the governing body is the proprietor body for the school).

The School policy is that this check will be done for all governors, the Headteacher and the Senior Leadership Team.

A check on a prohibition direction will be included in the enhanced DBS check. The Bursar or Headteacher (if Bursar is being recruited) also checks for this information on the Prohibition from Teaching database which is managed by the National College for Teaching and Leadership.

Person who has lived outside the UK

If a person has lived or worked outside the UK immediately prior to joining the school, it will be necessary to make further checks.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information) even if the individual has never been to the UK.

In addition, the School will make any further checks the Head or the Bursar thinks appropriate so that any relevant events that occurred outside the UK can be considered. These checks may include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found [here](#)
- for teaching positions, obtain a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body should be contacted is available from the National Recognition Information Centre for the United Kingdom, UK NARIC. Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Completing the SCR

In accordance with regulatory guidance, the School will maintain additional explanatory notes and information as necessary in cases where such information is deemed necessary eg. with late DBS checks, checks on overseas applicants etc. All columns on the SCR should be completed (even if NA) to ensure that each requirement has been addressed.



Appendix 1: Safeguarding text for adverts

1. Windlesham School is committed to safeguarding and promoting the welfare of pupils. As such, appropriate Safeguarding checks will be undertaken before appointment as detailed in the Windlesham School Safer Recruitment Policy.
2. Irrespective of whether the role involves direct contact with children, all members of staff at Windlesham School have a duty to report any concerns which may indicate harm to a child. This may be a concern about the emotional or physical welfare of children, the appointment or conduct of staff, or any communication with parents and carers.

Appendix 2A - Teacher Application Form

Confidential

Application for employment: Teaching Staff

Please complete this form in Microsoft Word or by hand in black ink. It is essential that you fill in all sections of this application form indicating, if appropriate, any section that does not apply. In fairness to all candidates, applications will normally only be considered if these instructions are followed.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Application for the post of	
Please state where you saw this post advertised	

1: Personal Details

Surname/Title		First Name/s	
Maiden Name		Home Tel. No	
Permanent Address		Work Tel. No	
		Mobile No.	
		Email address	
Post Code		National Insurance Number	

FOR TEACHING POSTS ONLY:	
Are you a qualified teacher?	YES/NO* (*Please delete as appropriate)
If yes, please give DfE Reference Number and date of qualification	

2: Present or most recent job

Employer/ School/ College		Job Title	
Address		Scale/Grade	
		Date of Appointment	
		Full or part-time	



Post Code		Gross Annual Salary	
Telephone No.		Notice period or date employment ceased	
Email address		Reason for leaving	

Please give an outline of your current responsibilities:

3: Previous Posts – in chronological order

Dates Month/Year From/To		Employer/ School/ College	Description of post	Salary/ Grade	Full time/Part time? Reason for Leaving?

If there are any gaps in your employment history, please explain them here:

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4: Secondary, Further & Higher Education; Professional Training

Dates Month/Year From/To	Establishments attended	Courses/Subjects	Qualifications and Grades at A Level and higher

5: Other Training – Please give details of any courses over the last three years relevant to the post

Description of course (including provider)	Dates (Month/year) and Duration of course

6: Other Experience – paid or voluntary

Dates Month/Year From/To	Employer/ School/ College	Description of post/responsibilities

7: Referees

Please give details of two referees (one of whom should be your present or most recent employer/Headteacher) who may be approached for a confidential report. It is essential when using your present or most recent employer that the person writing the reference is authorised to do so, on behalf of the organisation and is not writing in the capacity of a colleague or a friend. To be fair to all candidates, referees will be asked to refer to strengths and weaknesses. References will normally be requested before interview. If you do not wish a referee to be contacted, please give reasons in a separate letter. Note: if you are currently not working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.

Professional	Referee 1	Professional	Referee 2
Name		Name	
Relationship to you/Position		Relationship to you/Position	
Address		Address	
Post Code		Post Code	
Tel. No		Tel. No	
Email address		Email address	

8: Disclosure of Criminal Background

Have you ever been convicted of a criminal offence	YES/NO* (Please delete as appropriate)
If yes, please give details. If you wish these may be given in confidence to the Headteacher in a sealed envelope.	

9: Declaration of Interest

Do you know any staff, parents or Governors of Windlesham School?
YES/NO* (Please delete as appropriate)
If yes, please state relationship.
(NB. Canvassing by or on behalf of applicants will lead to immediate disqualification).

10: Online Checks

We carry out Online Checks as part of our Safer Recruitment procedure. To help us complete these checks, applicants may offer account names and handles. Refusal to offer these will not impact your success in securing this role.

Facebook:

Instagram:

Twitter:

Linkedin:

11: Declaration

I confirm that the entries on this form are complete and correct. If my application is successful, I permit an enhanced DBS check to be made.

Signed _____ Date _____

PLEASE RETURN YOUR APPLICATION FORM:

By post to: Headteacher, Windlesham School, 190 Dyke Road, Brighton, BN1 5AA

or Email to: Miss Kidney pa@windleshamschool.co.uk

NB. If you apply on-line for a position and are shortlisted for an interview you will be required to sign your application at the interview. Candidates that are not contacted after the closing date should assume that they have not been successful. Thank you again for your interest in this position.

It is an offence to apply for a role in a regulated activity relevant to children if the applicant is barred from engaging in a regulated activity relevant to children. Please see our Safeguarding and Child Protection Policy [here](#)

Windlesham School is committed to safeguarding and promoting the welfare of all children attending the School. In addition to reference checks, by signing this reference, you consent to an online search of the main social media sites and search engines, which we will endeavor to complete before interview. Applicants for this post

must be willing to undergo child protection screening, including satisfactory reference checks with previous employers, and a satisfactory enhanced DBS check.

Appendix 2B – Non-Teaching Application Form

Confidential

Application for employment: Non-Teaching Staff

Please complete this form in Microsoft Word or by hand in black ink. It is essential that you fill in all sections of this application form indicating, if appropriate, any section that does not apply. In fairness to all candidates, applications will normally only be considered if these instructions are followed.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Application for the post of	
Please state where you saw this post advertised	

1: Personal Details

Surname/Title		First Name/s	
Maiden Name		Home Tel. No	
Permanent Address		Work Tel. No	
		Mobile No.	
		Email address	
Post Code		National Insurance Number	

2A: Present or most recent job

Employer		Job Title	
Address		Date of Appointment	
		Full or part-time	
		Gross Annual Salary	



Post Code		Notice Period or date employment ceased	
Telephone No.		Reason for leaving	
Email address			
<p>Please give an outline of your current responsibilities:</p>			

2B. Do you consent to the School completing a Prohibition from Teaching check for you? Cross out as appropriate: YES / NO

3: Previous Posts – in chronological order

Dates Month/Year From/To		Employer	Description of post	Salary	Full time/Part time? Reason for Leaving?

If there are any gaps in your employment history, please explain them here:

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4: Secondary, Further & Higher Education; Professional Training

Dates Month/Year From/To		Establishments attended	Courses/Subjects	Qualifications and Grades

5: Other Training – Please give details of any courses over the last three years relevant to the post

Description of course (including provider)	Dates (Month/year) and Duration of course

6: Other Experience – paid or voluntary

Dates Month/Year From/To		Employer/ School/ College	Description of post/responsibilities

7: Referees

Please give details of two referees (one of whom should be your present or most recent employer) who may be approached for a confidential report. It is essential when using your present or most recent employer that the person writing the reference is authorised to do so, on behalf of the organisation and is not writing in the capacity of a colleague or a friend. To be fair to all candidates, referees will be asked to refer to strengths and

weaknesses. References will normally be requested before interview. If you do not wish a referee to be contacted, please give reasons in a separate letter. Note: if you are currently not working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.

Professional Referee 1		Professional Referee 2	
Name		Name	
Relationship to you/Position		Relationship to you/Position	
Address		Address	
Post Code		Post Code	
Tel. No		Tel. No	
Email address		Email address	

8: Disclosure of Criminal Background

Have you ever been convicted of a criminal offence	YES/NO* (Please delete as appropriate)
If yes, please give details. If you wish these may be given in confidence to the Headteacher in a sealed envelope.	

9: Declaration of Interest

Do you know any staff, parents or Governors of Windlesham School?
YES/NO* (Please delete as appropriate)
If yes, please state relationship.

10: Online Checks

We carry out Online Checks as part of our Safer Recruitment procedure. To help us complete these checks, applicants may offer account names and handles. Refusal to offer these will not impact your success in securing this role.
Facebook:
Instagram:
Twitter:
Linkedin:

11: Declaration

I confirm that the entries on this form are complete and correct. If my application is successful, I permit an enhanced DBS check to be made.

Signed _____ Date _____

PLEASE RETURN YOUR APPLICATION FORM

by email to Miss Kidney: pa@windleshamschool.co.uk

NB. If you apply online for a position and are shortlisted for an interview you will be required to sign your application at the interview. Candidates that are not contacted after the closing date should assume that they have not been successful. Thank you again for your interest in this position.

It is an offence to apply for a role in a regulated activity relevant to children if the applicant is barred from engaging in a regulated activity relevant to children. Please see our Safeguarding and Child Protection Policy [here](#)

Windlesham School is committed to safeguarding and promoting the welfare of all children attending the School. In addition to reference checks, by signing this reference, you consent to an online search of the main social media sites and search engines, which we will endeavor to complete before interview. Applicants for this post must be willing to undergo child protection screening, including satisfactory reference checks with previous employers, and a satisfactory enhanced DBS check.

Appendix 3 – Shortlisting Guidance – Sample Shortlisting Form

Completed by:

Date:

Post Title:

Date of Shortlisting:

2 = Fully meets criteria, 1 = Partially meets criteria, 0 = Fails to meet criteria



Criteria	Candidate Number or Initials:				
Essential:	Qualified teacher (inc NQT)				
	Experience of teaching British curriculum				
	Evidence of good communication skills				
	Experience of teaching KS1				
	Evidence of high level of ICT competency				
	**Meets safeguarding disclosure requirements (must) be included				
Desirable:	Ability to offer additional interest ie extra curric.				
	Evidence of ongoing professional development				
	Possibility to extend contract beyond initial period.				
	Experience in private education.				
	Flexibility of approach.				
	Experience of teaching phonics				
	Local				
OVERALL RATING					

Appendix 4 - Self Disclosure Form

1 Roles which are exempt

Self-disclosure form for roles which are exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978.

For completion by the person applying for the role.



Name of candidate/person:	
Previous name(s): Please include date(s) each name was used (MM/YYYY)	
Address with postcode:	
Telephone/mobile number:	
Date of birth:	
Gender:	

As the role you have applied for involves contact with children, you will be required to undergo the relevant vetting and barring check.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access information held about you.

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES <input type="checkbox"/> <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information and include details of the outcome:	
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide further information:	



Do you have any unspent convictions or conditional cautions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"> the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland? 		

Do you have any overseas convictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes, please provide further information:

Confirmation of declaration (tick box below)

<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signature of candidate:	
Print name:	
Date:	



Appendix 5 - ISI Checklist

ISI inspectors no longer use the SCR checking table set out in previous editions of the ISI Commentary (and before that the 'Handbook of Regulatory Requirements').

Ideally the SCR should be kept simple, recording only the dates on which checks have been undertaken for each person, as required by the standards. It is not necessary or desirable from an inspection perspective for schools to include additional personal data. Inspectors may suggest that schools consider recording any additional information, such as personal details used for employment purposes, the initials of the person who has undertaken each check, any notes relevant to the checks made, elsewhere, for example, on a cover sheet in each member of staff's file – an approach adopted successfully by many schools.

The following information is required or otherwise important for an effective and compliant SCR:

	ISI notes	Staff	Supply	Proprietors – members of a body
Name	Note 3	Yes	Yes	Yes
Post to which appointed	Note 3	Yes	Yes	Yes
Date on which appointment started	Note 3	Yes	Yes	Yes
Date on which identity was checked by school	Note 1	Yes	No – Note 4	Yes
Date of receipt of confirmation that identity was checked by supply agency	Note 1	No	Yes - Note 5	No
Date on which qualifications were checked (or N/A if not applicable)	Note 1	Yes, if applicable	Yes, if applicable – Note 5	No
Date on which enhanced DBS certificate was checked by school	Note 1	Yes	Yes – Note 6	Yes
Date of receipt of confirmation that enhanced DBS was checked by supply agency	Note 1	No	Yes – Note 5	No
Date on which barred list was checked	Note 1	Yes	Yes – Note 5	Yes, if required – Note 7
Date on which right to work in UK was checked	Note 1	Yes	Yes – Note 5	Yes, if applicable
Date on which overseas checks were received (or N/A if not applicable)	Note 1	Yes, if applicable	Yes, if applicable – Note 5	Yes, if applicable
Date on which prohibition from teaching was checked (or N/A if not applicable)	Note 1	Yes, if applicable	Yes, if applicable – Note 5	Yes, if required – Note 7
Date on which prohibition from management was checked (or N/A if not applicable)	Note 1	Yes, if applicable	Yes, if applicable – Note 5	Yes – Note 7
Date on which references were checked	Note 2	Yes	Yes – Note 5	No
Date on which employment history was checked	Note 2	Yes	Yes – Note 5	No
Date on which medical fitness was checked	Note 2	Yes	Yes – Note 5	No
Date on which disqualification from childcare was checked	Note 2	Yes, if applicable	Yes, if applicable – Note 5	Yes, if required

Yes = a check which should be undertaken. No = a check which is not required for this particular category.

Note 1: The standards require the SCR to record the dates on which these checks have been carried out.

Note 2: Neither the standards nor KCSIE require these dates to be recorded on the SCR but are clear that these checks must be carried out (or 'should' be in the case of references and employment history). As inspectors and senior managers need to check that all necessary pre-employment checks have been carried out before a member of staff starts work at the school, it is sensible to record the dates of these checks on the SCR.

Note 3: This information is not required to be recorded on the SCR, but the document becomes unworkable if it is not included.

Note 4: Schools are required to check the identity of supply staff on arrival. It is helpful but not a requirement to include the date of this check on the SCR..

Note 5: This should be the date on which the school has received written notification from the supply agency confirming that the agency has carried out this specific check for this specific person.

Note 6: This should be the date on which the school has seen the member of staff's DBS certificate.

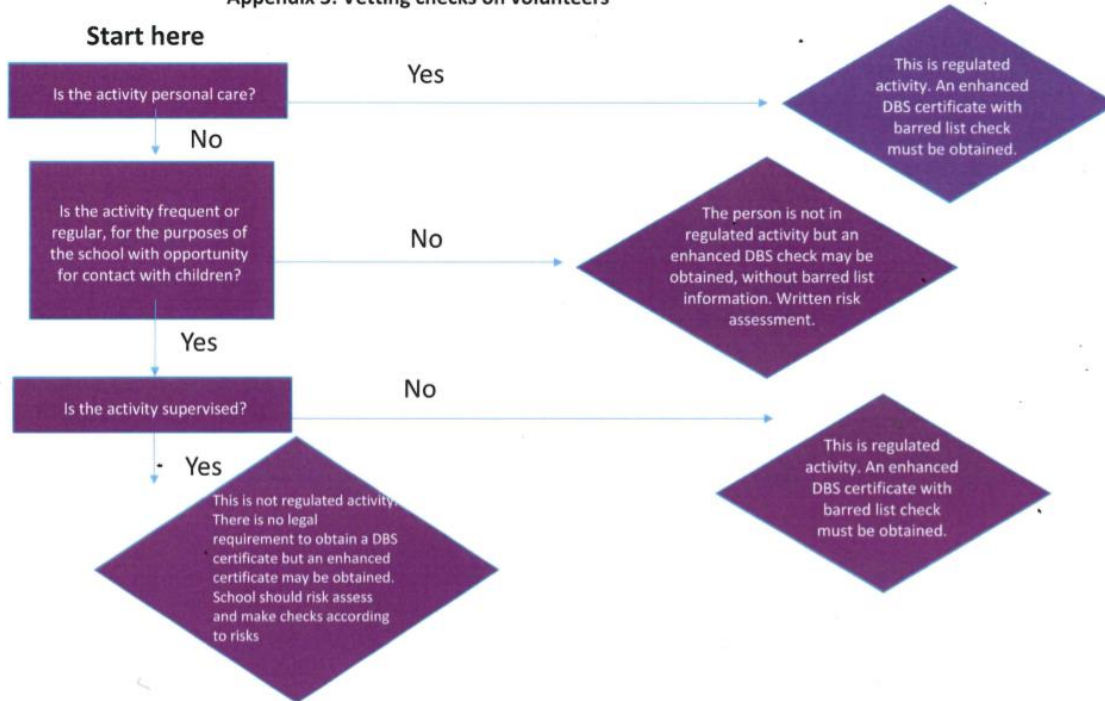
Note 7: These checks need only be done where required (eg if the particular proprietor will be in regulated activity or will teach), but are not required on the SCR. As above, inspectors and senior managers need to check that all necessary pre-employment checks have been carried out before a person commences their role, so it is sensible to record the dates of these checks on the SCR.

NB1: Where a school records information for the SCR within its Information Management System (IMS), the IMS must be capable of producing a simple printout which contains the above information.



Appendix 5.1 – Vetting checks on Volunteers

Appendix 3: Vetting checks on volunteers





Appendix 6 - Visitor Risk Assessment

Risk Assessment for Visitors to Windlesham School

We frequently invite outside speakers and presenters to come to the school, either to present to pupils or staff. This form is to be completed prior to such visits. Visit includes "virtual visits". **Organizing staff MUST check visitor's resources prior to presentation.**

Please submit completed form at least a week before the visit to Headteacher's PA. RA will be assessed within 24 hrs and approved and returned, or returned for additional info.

Name and contact details of visitor (email and phone number)	
Date and time of visit: Expected finish time:	Group attending:
Member of staff arranging visit and completing form? This person will need to ensure they are present for the presentation and that content is always appropriate.	
Purpose of visit? EWg to discuss Hindu religious festival	
Details of any supervision arrangements. How many pupils? How many staff and who are they?	
Will visitor have unsupervised access to any pupils? If yes, please give details.	
Does visitor have any specific needs we need to be aware of in advance?	
Potential risks (to visitor, staff or pupils) eg Science experiment, animal presence, or, depending on the focus content, is there a risk of radicalisation	
Measures undertaken to minimise risk.	
Requirements	Date check completed
Photo ID – <u>Mandatory (not for parent visitors)</u>	
Evidence of Address - (only necessary for visitors not representing an organisation) not for parent visitors	
Required checks – two of the following should be secured (only one required for existing parents)	
DBS for their role eg Vet, doctor,	
Evidence of Employer	
Evidence of Qualifications	
Testimonial from previous school visited (not copied off website)	
Check of media presence (youtube/ social media): Does it reinforce professional reputation? Is there evidence of inappropriate content?	
Previous visit to WS school	
Approval needed by 2	Signed and Dated
David Leggett	
Katherine Croucher	
Samantha Roberts	
Lisa Mack	



Appendix 7 - ID Checks Guidance

ID Check Guidance Document

Applicants must be able to offer original id documents. Two pieces must be provided, either including two from the Score 3 category, or one from Score 3 and one from score 4. guidance taken from [How to Prove and Verify Someone's Identity](#)

1. Score 3

The evidence will have a score of 3 if it has everything it needs to get a score of 2 and:

- it includes information that's unique to both the identity and that piece of evidence
- whoever issued the evidence made sure it was received by the same person who applied for it, for example it could be sent by secure delivery
- whoever issued the evidence checked the claimed identity in a way that follows a standard or regulation that's been approved or recognised by the UK government, such as the [Money Laundering Regulations 2017](#)

It must also:

- include the person's official name instead of their initials or synonyms, for example 'Julian' instead of 'Jules' (if the evidence includes a name)
- be protected by physical security features that stop it from being reproduced without specialist equipment (if the evidence is a physical document)

The evidence must also include one of the following:

- a photo of the person
- biometric information that uses cryptographic security features to protect its integrity
- cryptographic security features that can be used to identify the person who owns the evidence (this includes evidence with cryptographic chips and digital accounts that are protected by cryptographic methods)

Some examples of evidence that will have a score of 3 include:

- passports that meet the [International Civil Aviation Organisation \(ICAO\) specifications for machine-readable travel documents](#), such as a South African passport
- identity cards from an EU or European Economic Area (EEA) country that follow the [Council Regulation \(EC\) No 2252/2004 standards](#)
- UK photocard driving licences
- EU or EEA driving licences that follow the [European Directive 2006/126/EC](#)
- a Northern Ireland electoral identity card
- a US passport card
- a bank, building society or credit union current account (which the claimed identity can show by giving you a bank card)
- a student loan account
- a credit account
- a mortgage account (including buy to let mortgage accounts)
- a [digital tachograph driver smart card](#)
- an armed forces identity card
- a proof of age card recognised under PASS with a unique reference number
- a loan account (including hire purchase accounts)
- a 'high' electronic identity from a [notified eIDAS scheme](#)



2. Score 4

The evidence will have a score of 4 if it has everything it needs to get a score of 3 and:

- it includes biometric information
 - all digital information (including biometric information) is protected by cryptographic security features
 - the cryptographic security features can prove which organisation issued the evidence
-
- whoever issued the evidence proved the claimed identity by comparing and matching the person to an image of the claimed identity from an authoritative source
- Some examples of evidence that will have a score of 4 include:
- biometric passports that meet the [ICAO specifications for e-passports](#), such as a UK passport
 - identity cards from an EU or EEA country that follow the [Council Regulation \(EC\) No 2252/2004 standards](#) and contain biometric information
 - a UK [biometric residence permit](#)



Appendix 8 - Health Questionnaire

Confidential - Health Questionnaire

Name:

Date:

Before answering the following questions you should read the declaration to be signed at the end of this questionnaire.

Answer each question by indicating a YES or NO* response. If you answer YES to any question, please give additional details. You may write your explanations on a separate piece of paper and place it in a sealed envelope for the attention of the Headteacher.

Is your general health good?		YES/NO* (*Please delete as appropriate)
How many days absence have you had from work during the last 3 years? If none, enter 0.		
Please give reasons for absence. If you wish, you may give reasons in confidence to the Headteacher in a sealed envelope.		
Give reasons (in confidence as above if you wish) for any Medical Certificates received during the last 3 years.		
Question	YES/NO* (*Please delete as appropriate)	If you answer YES to any question please give additional details here
1. Have you ever had in your life, to your knowledge, any of the following? -		
a) Blackouts, epilepsy, fits or fainting	YES/NO*	
b) Heart disease or disorder	YES/NO*	
c) High blood pressure	YES/NO*	
d) Tuberculosis, bronchitis, asthma	YES/NO*	
e) Nervous or mental disorder 'nerves'	YES/NO*	
f) Skin disease or dermatitis	YES/NO*	
g) Recurrent gastric, stomach trouble or vomiting	YES/NO*	
h) Diabetes or sugar trouble	YES/NO*	
i) Eye disease or disorder	YES/NO*	
j) Major accident resulting in injury	YES/NO*	
k) Recurrent diarrhoea or bowel trouble	YES/NO*	
2. Are you at present taking any medicines or tablets prescribed by your Doctor or Consultant?	YES/NO*	
3. Have you ever had a serious operation? If so, when and for what?	YES/NO*	



4. Have you stayed away from work or school in the last year, as a result of an illness or injury, for longer than one week? If yes, then why and for how long?	YES/NO*	
5a) Have you consulted a Doctor in the last 5 years? If so, when and for what?	YES/NO*	
5b) Have you consulted a Doctor prior to this 5 year period? If so, when and for what?	YES/NO*	
6. Have you ever had a Chest X-Ray? If yes, give the date of the last X-Ray.	YES/NO*	
7. Are you registered as a disabled person?	YES/NO*	
8. Have you ever claimed a Disability Pension?	YES/NO*	
9. Have you ever changed your job for health reasons?	YES/NO*	
10. Are you awaiting any surgical operation or hospital appointment?	YES/NO*	
11. Have you ever had an accident or illness that is still affecting you?	YES/NO*	
12. Have you ever been vaccinated against German Measles (Rubella)?	YES/NO*	
13. Do you wear glasses or contact lenses?	YES/NO*	
14. Do you suffer from hearing difficulties in either ear?	YES/NO*	
15. Do you have discharging ears?	YES/NO*	
16. Have you ever had, or have you at present, a rupture or hernia?	YES/NO*	
17. Have you ever been referred to a Psychiatrist?	YES/NO*	
18. Have you any allergies?	YES/NO*	
19. Have you experienced any recurring neck or back problems?	YES/NO*	
20. Are there any other health matters that you wish to inform us about?	YES/NO*	
21. Are you willing to have a medical at the school's request and expense, if deemed necessary?	YES/NO*	

3: Your current Doctor's details – if none state 'none'

Name of Doctor	
----------------	--



Address	
Post Code	
Telephone No.	

4: Name and address of any other Doctor who has attended you during the last 5 years from whom information regarding your health may be obtained – if none state 'none'

Name of Doctor	
Address	
Post Code	
Telephone No.	

5: Declaration

I know of no reasons on the grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post to which I am being appointed. I declare that all the answers contained in this Health Questionnaire are, to the best of my knowledge, true.

Signed _____ Date _____

PLEASE RETURN THIS HEALTH QUESTIONNAIRE TO:
THE HEADTEACHER, WINDLESHAM SCHOOL



Appendix 9 - New Staff Form

<u>Personal details</u>	
Full name:	
National Insurance Number:	
DFE/Teacher number:	
Nationality:	
Date of birth:	
Home address:	
Tel no:	
Mobile no:	
Email:	
<u>Next of kin/emergency contact</u>	
Name:	
Relationship:	
Address:	
Phone:	
Are you employed by another employer?	Yes/No
Do you wish to pay into the School's Pension Scheme?	Yes/No
% of salary you would like to contribute (min 5%):	
Do you have a student loan?	Yes/No
<u>Bank details</u>	
Name on account:	
Bank/Building Society name:	
Account number:	
Sort code:	
<u>Please provide</u>	
DBS and passport	
P45/P46	
Email copy of passport sized photograph	

Appendix 10 - Online Checks

In accordance with paragraph 221 of Keeping Children Safe in Education 2022... "schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview."

Social media checks are designed to complement the range of standard recruitment checks that the School completes. These checks complete the picture of an applicant, giving the School valuable insight into how a person is likely to behave in the workplace. The guidance below is designed to ensure that online checks on candidates are conducted thoroughly and consistently for all roles, by any person undertaking such checks. In the interest of transparency and in order for the School to carry out these checks efficiently, Windlesham School requires candidates to share their social media handles and account names as part of the application process:

Google
Facebook
Twitter
Instagram
LinkedIn
Youtube
TikTok
other

The Bursar is responsible for carrying out all Social Media and online checks prior to the commencement of the role. The bursar will focus on the following categories as part of their scrutiny:

- Evidence of extremism and hate speech;
- violent images;
- Nudity;
- Toxic language, swearing and profanity;
- Unprofessional public disclosures related to previous employers or colleagues;
- Inadequate privacy settings;

On completion of checks, a report should be provided to the Headteacher setting out the results of the checks completed (see proforma below). The report should be added to personnel file on appointment.

If the check returns an unsatisfactory result, the School will follow the following assessment procedure:

- a. assess the content;
- b. determine whether you need to discuss it with the candidate; and
- c. if discussed with the candidate, assess their answers and determine their suitability for appointment.

Online Checks Pro-forma

Name of candidate:



Date of check completion:

Social Media Platforms/online searches checked:	Privacy settings / Profile	Extremism & Hate Speech	Violent images	Nudity	Toxic language, swearing, profanity	Unprofessional public disclosures
Eg LinkedIn	secure	No evidence	No evidence	No evidence	No evidence	No evidence
Google						
Facebook						
Twitter						
Instagram						
LinkedIn						
YouTube						
TikTok						
Other						

Additional comments or action required :

Bursar Signature :

Headmaster Signature :

Follow up with candidate required?:

Outcome of follow up if applicable:

Date:



Appendix 11 - Recruitment checklist

<u>Vacancy:</u>	<u>Actioned by:</u>	<u>Date:</u>
Headteacher and PA to advertise job online (TES, Indeed, school website) emphasising the school's commitment to safeguarding children – see advertising guidance in Appendix 1		
Headteacher to date and sign applications – see Applications in Appendix 2		
PA to create shortlist form for SLT based on essential and desirable skills, SLT to assess applications (Sharepoint, SLT folder). See Appendix 3 for shortlisting guidance.		
PA invites successful candidates to interview. Informs unsuccessful candidates. Include Self-Declaration form for short-listed candidates. See Appendix 4		
If governor also interviewing, PA to email advert, job description, person specification, self-declaration form and application forms		
PA to file unsuccessful applicant details in filing cabinet (for 3 months)		
On interview day, PA checks candidates' id and qualification certificates. See Appendix... for acceptable id documents. Interview panel must include member of SLT or governor trained in Safer Recruitment. Questions regarding Safeguarding always included.		
Successful candidate: [Name]		
BURSAR to check pay against application		
Successful candidate contacted by Head , verbal offer made.		
Headteacher to email Bursar draft offer letter (which should state 'subject to successful completion of vetting checks).		
BURSAR issues letter requesting <u>confirmation of acceptance by return email</u> .		
PA to request written references X 2 after conditional job offer made (subject to satisfactory references) and include copy of job description/ person specification – wait for receipt of references before proceeding to next step. See Appendix 2 for Reference proforma for teaching and non-teaching staff.		
Bursar to carry out barred list and prohibition from teaching checks for all staff working with children		
BURSAR to carry out online and social media check. See Appendix 10 for online check guidance. Completed Online Checks Pro-Forma added to personnel file		
Bursar to also issue <u>health questionnaire</u> (Appendix 8), <u>new staff form</u> (Appendix 9) to be completed and returned (before applicant starts work) with a <u>passport sized photograph</u> for id card, <u>staff handbook</u> and <u>term dates</u> .		
Bursar to issue contract before start but after completion of all vetting checks.		
PA to save copy of id to office-shared/ HR../ Staff Id and add hard copy to HR file, and save photo to Photos/Engage Photos ../ Staff Photos ...		
If required, bursar to apply for DBS certificate - <i>if DBS late, check Barred List</i>		



PA to order ID card		
Hard copies in HR folder for BURSAR		
○ Interview notes		
○ Copy of id		
○ Offer letter and candidate's written acceptance		
○ References, signed and dated by Headteacher		
○ Copy of Qualifications: signed and dated by Headteacher		
○ Health questionnaire and staff details questionnaire: signed and dated by Bursar		
○ Application form, signed and dated by Headteacher		
○ Evidence of DBS check		
Additional admin for Bursar		
Complete all details on Engage/ SCR		
Once signed contract is returned, set up accounts on local domain, Engage, and Microsoft Outlook. Share details with candidate.		

Appendix 12 – Reference Request Forms

Reference Request – Teaching Staff

Name of Candidate:

Post:

If you are a representative of the Applicant's current or previous employer, please complete both Part A and Part B below. If you are giving a reference in any other capacity, please complete only Part B. If necessary, please include further details on a separate sheet.

Part A					
What is the name of your organisation?					
What position do you hold?					
Please confirm the Applicant's role and/or duties					
Please confirm the Applicant's dates of employment		Employment commenced:	Employment ended:		
If the Applicant has ceased employment with you, please confirm the reason for the termination of employment. If the Applicant was dismissed, please explain the reason for the dismissal and the surrounding circumstances.					
Please confirm the Applicant's current salary (or their salary on termination).					
Please comment on the Applicant's skills in relation to the following criteria (please continue on a separate sheet if required):					
	Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Attitude to work					
Reliability					
Working relationships with other staff					
Planning/ preparation for lessons					
Marking and feedback					



	Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Commitment to school events					
Extra-curricular involvement					
Building rapport with parents					
Building rapport with pupils					
Written communication skills					
Computer skills					
Punctuality					
Organisational skills					

Has the Applicant ever been the subject of disciplinary proceedings including issues related to the safety and welfare of children or young people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.

Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

If so, please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people except for those allegations which were found to be false, unfounded or malicious.

With reference to the attached job description and person specification, are you satisfied that the Applicant has the ability and is suitable to undertake this role?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

If not, please give specific reasons for your concerns.



Are you completely satisfied that the Applicant is not involved in 'extremism', being vocal or in active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, please give specific reasons for your concerns.		
Would you be willing to re-employ the Applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your answer is 'No', please explain why.		
Any other comments:		
Part B		
What is your relationship to the Applicant?		
How long have you known the Applicant?		
Based on the knowledge and experience of the Applicant, do you believe that he/she is suitable for the post applied for (as described in the job description and person specification)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your answer is 'No', please explain why.		
Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your answer is 'Yes', please explain why.		
Please include any other information that you consider may be relevant to the Applicant's application.		



Signed:	
Name <u>and</u> position:	
Organisation/ Relationship to applicant:	
Please include with your reply a letter on your organisation's official stationery or stamp this form with your organisation's official stamp.	
Date:	



Name of Candidate:	
Postion:	
1. How long have you known the candidate and in what capacity?	
2. Please comment on the candidate's capacity to fulfil the responsibilities as outlined in the job description.	
3. What positive personal qualities do you believe the candidate to possess?	
4. What are your views on the candidate's ability to get on with colleagues?	
5. Is the candidate reliable and punctual?	
6. Please confirm the Candidate's current salary?	
7. Is the candidate efficient, especially in relation to organising their work and achieving objectives?	
8. Please comment on the candidate's communication skills (oral/written).	
9. Please comment on the candidate's IT/computer skills.	



Suitability to work with Children

10. Are you completely satisfied that the candidate is suitable to work in a School environment where there are children?

If you are not satisfied, why do you think the candidate might not be suitable?

Disciplinary Record and Safeguarding Children

11. Has the candidate been subject to any disciplinary procedures where the sanction is still current?

If so, please give details.

12. Have there been any concerns about the candidate's behaviour towards children or young people?

If so, please give details including the outcome of those concerns and how the matter was resolved.

13. Please state any known reasons why the candidate should not be employed to work with children.

We ask that there be no material mis-statement or omission relevant to the suitability of the candidate.



Signed:	
Name <u>and</u> position:	
Organisation/ Relationship to applicant:	
Please include with your reply a letter on your organisation's official stationery or stamp this form with your organisation's official stamp.	
Date:	

Please return to Mr David Leggett, Headmaster, Windlesham School, 190 Dyke Rd, Brighton BN1 5AA.
Email: pa@windleshamschool.co.uk Phone: 01273 553645