

Templemoor Infant and Nursery School

Safer Recruitment and Selection Policy

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Committee	Resources and Safety Committee and Full Governing Body
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Next Review Date	27th May 2023

Templemoor Infant and Nursery School
Safer Recruitment and Selection Policy

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1. Introduction

Templemoor Infant and Nursery School has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies.
- Deter prospective applicants who are unsuitable to work with children.
- Identify and reject applicants who are unsuitable to work with children.

In carrying out the recruitment process we:

- are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.
- will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). Our Data Protection Policy sets out how we will comply with Data Protection Legislation.
- will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

2. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Education Act 2002
- Equality Act 2010

This policy has due regard to guidance including, but not limited to, the following:

- DfE 'Keeping children safe in education – September 2021'
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Equality Statement
- Whistleblowing Procedure
- Staff Code of Conduct

3. Definitions

Regulated activity	Regulated activity includes: • Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children. • Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers. The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional. A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.
Teaching role	This refers to a role involving planning and preparing lessons for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of 'Keeping children safe in education' (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

Standard DBS	This provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.
Enhanced DBS	This provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.
Enhanced DBS with barred list check	This check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.
Children's barred list	The DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.
Section 128 check	This provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.
Safer recruitment	This is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children

4. Roles and Responsibilities

The **Governing Body** of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training
- ensure that a member of the board is on the recruitment panel for a new Headteacher and Deputy Headteacher
- ensure that a member of the board has the responsibility to monitor the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- ensure that equal opportunities are established and implemented throughout the recruitment process.

The **Headteacher** will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance.
- ensure that appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of children at every stage of the recruitment and selection process

The **recruitment panel** is responsible for:

- creating the advert and ensuring it meets all the necessary requirements, including safeguarding requirements.
- shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- ensuring that the interview addresses team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision, and why the candidate

believes they would be a good fit for the school.
- ensuring that the interview addresses safeguarding practices.
- being watchful of candidates displaying the following characteristics:
    a) No understanding or appreciation of children's needs
    b) Expressing that they want the role to meet their needs at the expense of children
    c) Using inappropriate language in relation to children
    d) Expressing extreme views or views that do not support safeguarding practices
    e) Displaying unclear boundaries with children
    f) Providing vague answers when asked about their experience and being unable to explain gaps in their employment

- recruiting the best people to our school.

5. Delegation of Appointments and Constitution of Recruitment Panel

The Governing Body delegates the power to offer employment for posts to the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other senior leaders in the school, but remains responsible for the decision to appoint.

A Governor's Committee will be formed to oversee the process of Headteacher and Deputy Headteacher appointments.

For class teacher and teaching assistant posts, at least one member of the Senior Leadership Team should be present and where possible, a governor should also be involved.

For non-teaching posts, the panel will consist of a senior leader or a relevant Line Manager.

All selection/ interview panels will comprise a minimum of three people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training [Regulation 9 of the School Staffing (England) Regulations 2009].

6. Planning and Advertising

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process. This will include:

- Deciding who will be involved in the process and what their roles will be, e.g. who will be part of the recruitment panel. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.
- Preparing the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that application packs, where relevant, state that applicants must be willing to sign the staff disqualification declaration.

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statement:

"Our school is committed to safeguarding and promoting the welfare of all children and requires all staff and volunteers to share and demonstrate this commitment. The position will be offered to a successful candidate on the basis of a cleared enhanced DBS check with barred list check and suitable professional references".

7. Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- An Application Form (CVs will not be accepted)
- A covering letter relevant to the vacant post
- Safeguarding Information Sheet (Appendix 1)
- Self-declaration of criminal record form (Appendix 2)
- Reference pro-forma (for information only) (Appendix 3)
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

A CV will not be accepted in place of a completed application form.

8. Short Listing

At least two members of the recruitment panel will be involved in the shortlisting process. When shortlisting candidates for an interview, all submitted application forms will be considered. The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. The selection panel will agree the applicants to be invited to interview.

Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted and suitable interview times will be decided.

The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted and what documents they should bring.

The recruitment panel will send shortlisted candidates the self-declaration of criminal record form (appendix 2), alongside a copy of the school's disqualification form, where appropriate.

If the field of applicants is felt to be weak, the post may be re-advertised.

9. Pre-interview checks

The recruitment panel will complete the necessary pre-interview checks. Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees (see section 10 of this policy)
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees

10. Digital footprints

The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview. This process may include a search for the candidate via:

- Google
- Facebook

- LinkedIn

Any concerns will be addressed during the interview process.

11. Reference Requests

Where possible, two references, one of which must be from the candidate's current/most recent employer, will be taken up before the interview stage so that any discrepancies may be probed during this stage of the selection process. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer. References from internal candidates will also always be scrutinised before interview.

Permission will be sought from the candidates before the recruitment panel contacts referees.

References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Reference requests will ask the referee to confirm, in writing:

- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action and the outcome of this. Information about past disciplinary action that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children. Information about substantiated allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

References are the 'property' of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

Candidates are entitled to see and receive copies of their employment references and should request these from their referees.

12. Interviews

Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-interview checks, outlined in part 9 and 10, will be carried out.

All applicants who are invited to an interview will be required to bring evidence of identity, address, qualifications and their right to work in the UK. They will also be asked to bring with them the self-declaration of criminal record form in a sealed envelope.

Before the interviews, the selection panel will agree on the interview format.

All vacancies will require an interview of short-listed candidates. Further selection techniques will be determined by the nature and duties of the vacant post, and may include for example:

- An observed lesson
- An observed experience working with children
- An unseen task
- A presentation

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The school will always aim to hold face to face interviews. However, during the Covid pandemic, the school will follow the most up to date government and public health advice regarding social distancing and safety. Where it is not possible for the school to hold face to face recruitment processes, interviews will take place remotely, via an online video platform. The school will ensure that all employment law requirements are met and that all applicants have equality of opportunity throughout the selection process.

During the interview, the questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

If the interviewing panel is not satisfied with any explanation given, the applicant will not be successful.

13. After the interview

After the interview has been completed, the recruitment panel will:

- Assess all candidates' performance using the same agreed criteria.
- Ask the successful candidate to provide proof of identification and qualifications, and to complete

the DBS check as soon as possible.
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks (see section 15).

Once an offer of employment has been made, the candidate's self-declaration of criminal record form (Appendix 2) will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

14. The retention of records

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their personnel file, in accordance with the 'Retention and Disposal Schedule'. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months in accordance with the aforementioned schedule.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Headteacher/ chair of the panel within 6 months of the interview date.

15. Pre-employment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, the school will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case.
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity.
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
- Verify professional qualifications (original certificates), as appropriate
- Verify a candidate's mental and physical fitness to carry out their role
- Require the candidate to complete the school's Disqualification by Association form (Appendix 4).
- The school will use the Employer Secure Access sign-in portal to check if a proposed governor is barred as a result of being subject to a section 128 direction.

All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

16. Offer of Employment by the Selection Panel

All appointments are subject to satisfactory references, vetting procedures and DBS clearance. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

17. Start of Employment and Induction

The pre-employment checks listed above in section 15, must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, the Prevent Duty, whistle blowing and guidance on safe working practices.

18. Probation periods

Newly appointed teachers who are new to the employment of the governing body will be subject to the school's probationary period.

19. Personal file records

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

Application form - signed by the applicant
Interview notes – including explanation of any gaps in the employment history
References – minimum of two
Proof of identity
Proof of right to work in the UK
Proof of relevant academic qualifications
Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
Offer of employment letter and signed contract of employment
Evidence of medical clearance from Occupational Health (where applicable)

20. Single central record (SCR)

The school will maintain and regularly update the SCR in accordance with DfE guidance.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members. The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list check
- An enhanced DBS check

- A prohibition from teaching check
- Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions
- A check of professional qualifications
- A check to establish the person's right to work in the UK
- For those in management, trustee or governor roles, a section 128 check

21. Governors

Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

Governors will also be subject to a section 128 direction check.

22. Volunteers

We carry out a one to one interview, DBS and pre-start vetting checks and require volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation. When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required.

23. Contractors

The school will ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. **Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.**

If a contractor working at school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The school will always check the identity of contractors and their staff on arrival.

24. Candidates who have lived outside the UK

From 1 January 2021, the Teaching Regulation Agency no longer maintains a list of EEA teachers with sanctions. The school must continue to carry out safer recruitment checks on all candidates and must make any further checks they think relevant.

For candidates who have lived or worked outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary including, but not limited to:

- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
- For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.

25. Agency and third-party staff

In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks

have been completed.

Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

26. Trainee teachers

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out. The school will also carry out identity checks when the student arrives at school.

27. Students on work experience

Students on work experience will always be supervised.

28. Safer recruitment training

At least one member of the recruitment panel will have completed formal safer recruitment training.

As a measure of good practice, the school will ensure that this training is renewed every five years.

29. Monitoring and review

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

Any changes made to this policy will be communicated to all members of staff and relevant stakeholders.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

Appendix 1

Templemoor Infant and Nursery School



Safeguarding Information

The welfare, safety and security of all children in our school is of paramount importance to all members of the Templemoor community.

This information sheet provides a summary of our safeguarding and child protection procedures for prospective candidates at the recruitment stage. Please refer to our full safeguarding policy documents on our school website (templemoorinfants.co.uk) for more details.

Recruitment and Vetting

- CVs will **NOT** be accepted. Candidates **MUST** use the official application form.
- Providing false information is an offence and could result in an application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.
- Shortlisted applicants **must** complete a criminal self-disclosure form.
- At least one member of the recruitment panel has been trained in Safer Recruitment.
- At least two references will be sought for all prospective staff members at interview stage, including one from your most recent employer.
- All staff members will be required to undergo an enhanced DBS (Disclosure and Barring Service) check, which will be repeated periodically.
- Knowledge and understanding of safeguarding children will be explored at interview.

Safeguarding Policies

- All staff members must adhere to our Child Protection and Safeguarding Policy, which has been written in line with current national guidance and legislation, having regard to their responsibilities for reporting any concerns to the Designated Safeguarding Lead.
- All staff members must undertake child protection training and repeat this training annually.

Safe Learning Environment

- All staff members must adhere to other related policies and guidance, e.g. health and safety policy, risk assessments, e-safety policy etc. in order to maintain a safe learning and working environment for all.

Appendix 2

Templemoor Infant and Nursery School

Self-declaration of criminal record form

Private and Confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One: To be completed by the organisation

For completion by the organisation:		
Name:		
Address and Postcode:		
Telephone/Mobile No:		
Date of Birth:		
Gender:	Male / Female	
Identification *(tick box below):*		
	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
Either		
UK Passport Number and Issuing Office		
UK Driving Licence Number (*with picture*)		
Plus		
National Insurance Card or current Work Permit Number		
Signature of authorised person:		
Print name:		
Date:		

Part Two - For completion by the candidate/person named in Part One

NOTE:
If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

For completion by the individual (named in Part one):	
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO
(if Yes, please provide further information below):	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO
(if Yes, please provide further information below):	
Confirmation of Declaration *(tick box below)*	
	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 dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	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.
	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 other children.
Signature:	
Print name:	
Date:	

Appendix 3

Templemoor Infant and Nursery School
Reference Request for Teaching Staff

For employers, previous employers and people who have known the candidate in the capacity of educator.	
Applicant's name	
Position Applied for	
Your Name	
Your Role	
Name of your Organisation	
How long have you known the applicant?	
Candidates current salary (if applicable)	

Please indicate the candidate's ability in the following areas:

	Outstanding	Good	Requires Improvement	Inadequate
Teaching				
Professional conduct				
Attendance and Punctuality				
Ability to provide a rich and vibrant learning environment both indoors and outdoors				
Planning, recording and assessment				
Classroom Management and organisation				
Maintaining classroom behaviour				
Communication skills, both oral and written				
Relationships with children, staff & parents				
Curriculum knowledge of the EYFS and KS1				
ICT Skills				
Safeguarding children/child protection awareness				
Energy and enthusiasm				
Ability to meet deadlines				
Flexibility and adaptability				

Self-motivation				
Ability to be self-critical and reflective				
Ability to go 'above and beyond'				
Appearance and dress code				

Has the applicant ever been subject to any Child Protection Allegations or Concerns?	
Do you consider the applicant a suitable person to work with children? If no, why not?	
Are you aware of any on going investigations or disciplinary action?	
Attendance/Health Record: Number of days absent due to sickness in the last 2 years **and** number of periods of absence, or, if employed for less than 2 years, during the period of employment.	

Please comment on the applicant's ability to perform the duties and meet the requirements of this post as per attached Job Description and Job Specification:

Would you recommend this applicant?	Confidently	With some Reservations	Not at all

Data Protection Act 1998

Will the applicant receive a copy of this reference or otherwise learn of its contents?
YES / NO

If 'No' would you have any objections to its contents being revealed during the course of the selection process or at any time in the future?
YES / NO

Please note that you have a responsibility when providing this reference to ensure that the reference is accurate and does not contain any material misstatement or omission.

Signed:	
Date:	

Appendix 4

Templemoor Infant and Nursery School
Self-declaration Form

Name	
Role	

As part of our duty to safeguard children, we need to check whether you have been disqualified from caring for children. Please answer the questions and sign the declaration below.

Please note that you are not required to disclose convictions or cautions that are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you? This includes, but is not limited to: • Orders disqualifying you from caring for children • Orders disqualifying you from private fostering • Any refusal of an application for you to be registered in relation to a children's home • Care/child protection orders issued in respect of a child in your care	**Yes/No**
Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018? This includes, but is not limited to: • Any offence against or involving a child • Any sexual offence • Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)	**Yes/No**
Have you been barred from working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children's Barred List)?	**Yes/No**
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	**Yes/No**
Please provide further information where you have answered 'Yes' to any of the questions above. .... I will make the school aware of any changes in my circumstances, including any cautions or convictions that affect my suitability to care for children. Signed:..... Date:.....	