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All applicants will be required to complete an application form containing questions about their

schools, issued within the last 3 months, will require a separate Children's Barred List check; (see 1b for further details)

the offer will be subject to a Prevent duty risk assessment. The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology

the receipt of a completed self-declaration form in relation to the applicant's criminal record

Confirmation of any educational and professional qualifications referred to in their application form and where relevant to the post

Where a passport is not provided, other photo identification such as a current driving licence

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

If not seen at interview, any offer of employment is conditional, subject to the above and any other outstanding vetting checks.

The School asks for the date of birth of all applicants. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

Original copies of all qualification certificates relevant to the role are required. Where these are lost the applicant must apply to the awarding body for duplicates or letters of confirmation.

Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, trustees and volunteers.

An enhanced disclosure will contain details of relevant convictions on record together with details of any cautions, reprimands or warnings held on the Police National Computer which are also considered relevant (see section C for further information). An enhanced disclosure will reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. For free, impartial and confidential advice on which convictions should be shared, applicants are encouraged to call the ACAS legal helpline 0300 123 1100.

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending the receipt of the disclosure. This will only be allowed if all other checks including a check of the Children's Barred List have been completed and once appropriate supervision has been put in place. A risk assessment will be reviewed every two weeks until the certificate has been received.

If the prospective staff member, trustee or volunteer has an Enhanced DBS certificate that is linked to the DBS Update service, this may be acceptable should the original certificate be presented, the update service check provides no new information, and a separate Child Barring list check is completed. If the Update Service check confirms new information is available, a new DBS application will be required before they are able to start, they will not be able to begin under risk assessment arrangements

Applicants with continuous periods of overseas residence of over 3 months in any one country in the last 5 years will be asked to apply for the equivalent of a disclosure, if one is available from the

It is the School's practice that all applicants to whom an offer of employment is made must complete a health questionnaire or self-declaration as appropriate to the role. The School will arrange for the information contained in the questionnaire to be reviewed by the School's medical advisor. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

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

Children's Barred List and Department for Education's

Occasional visitors to the School must sign in at Reception (Senior, Pre-Prep. or Prep. School), wear a visitor's pass and be accompanied at all times

All staff, volunteers, sports coaches, music and other peripatetic staff will be recruited via the Human Resources Department, subject to the relevant Senior Leadership Team approval and will undergo the following pre-engagement checks:

- 1. Completion of application form**
- 2. One interviewer will be trained in Safer Recruitment**

- 4. Completion and submission of DBS application form which will include a Children's Barred List check.**
 - 5. Informal interview with the person for whom they will volunteer**
 - 6. Addresses provided where candidate has lived in the last 5 years**
 - 7. Documentary evidence provided of right to live and work in the United Kingdom (e.g. current passport or birth certificate)**
 - 8. Official photo identification provided (e.g. current passport or driving licence)**
 - 9. Department for Education Prohibition where necessary.**
- See vetting checks summary | appendix 1.

Virtual visiting speakers and/or events may require their own risk assessment as an alternative to the checklist. Please contact the HR Department or Designated Safeguarding Lead should you have any queries.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in areas from which they are disqualified or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the HR Manager for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate from appointment or result in summary dismissal.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following or similar offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud or similar offences.

If the post involves some driving responsibilities, it is the School's normal policy to c Td (t)-2.99426(he a.00333(iw)-

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settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

Advertisement Policy
Child Protection Policy
Employment Reference Policy
Keeping Children Safe in Education 2023
Staff Conduct Policy
Equal Opportunities in Employment Policy
Staff Privacy Notice and Data Retention Policy

All queries relating to the School's recruitment processes should be directed to the Director of People or HR Officers using hr@caterhamschool.co.uk

- 1. Proof of identity (and confirmation of the right to work in the UK)**
- 2. Completed form with full career/personal history i.e. no unexplained gaps**
- 3. An interview will always include a person trained in Safer Recruitment, interviewers notes will be required**
- 4. Completion of a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children**
- 5. Confirmation of qualifications relevant to the post**
- 6. Enhanced DBS disclosure with Children's Barred List check and additional checks where an employee has lived outside the UK (not required for supervised volunteers)**
- 7. At least two satisfactory references**
- 8. Medical fitness (not a requirement for volunteers)**
- 9. Prohibition (from teaching and/or management and/or trusteeship) and child care**

Separate rules are in place for contractors and agency staff; please see HR for details.

To assess whether it is acceptable for the individual named below to commence/continue in employment.

Whether the conviction or other matter revealed is relevant to the position in question;

The seriousness of any offence or other matter revealed

The length of time since the offence or other matter occurred

Whether the applicant has a pattern of offending behaviour or other relevant matters

Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters

In the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and

The circumstances surrounding the offence and the explanation offered by the convicted person.

To be completed with reference to the Recruitment Selection and Disclosure Policy and Procedure

The School will keep a register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy. A copy of this form should be provided to the HR Department for inclusion with the Single Central Register.

1.	Name of the staff member responsible for booking the Visiting Speaker.	
2.	Name of Visiting Speaker.	
3.	Visiting speaker contact details.	
4.	Date of presentation.	
5.	Audience details.	
6.	Is the visiting speaker known to the School? If "No": How was this speaker identified? Was initial contact made by the school or by the speaker? If not by the school, the risk is greater and extra vigilance is needed. Which organisation are they from?	Yes/No

Caterham School values visits from speakers who enrich and broaden our pupils' experience and knowledge. They provide them with information that helps them make decisions at different phases of their education, widens their understanding of world and global issues, and provides motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is in sympathy with the ethos and values of the School and the tenets of the School, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as "British Values").

The 'Prevent' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers. DfE, June 2015) (<https://www.gov.uk/government/publications/preventduty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the 'Prevent' guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Head.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of the agreement.

The school also has a responsibility to safeguard children.

- I confirm that I agree to the above terms and conditions
- I confirm that I am not on the Sex Offenders Register
- I confirm that I am not on the Children's Barred List (previously List 99 and PoCA List), have never been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)

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

Print Name.....