



Linden Lodge School

Provider of specialist education since 1903

Title:	Safer Recruitment Policy
Type:	POLICY

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Lead Staff:	Director of HR
Support:	Co-Headteachers

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LINKED INTERNAL DOCUMENTS:

LINKED EXTERNAL DOCUMENTS:

Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact

Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our schools commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

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The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Linden Lodge School & Wandsworth Sensory Support Service are committed to safeguarding and promoting the welfare of children and young people in their care and take their duty of care for all pupils seriously.

The Governors and Staff of the School and Service fully recognise the responsibilities and statutory duty placed upon them to have arrangements in place for all pupils at the school through a consistent Safer Recruitment Policy.

As an employer the School and Service expect all staff and volunteers to share this commitment.

The importance of having the right number of staff with the right skills and abilities is recognised and the Safer Recruitment Procedure is also designed to ensure that fair and effective recruitment takes place and equal opportunities standards are maintained.

NB: 'The Trust' refers to Southfields Multi-academy trust for the benefit of this policy

1 Aims and Objectives

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

The School and Service have a principle of open competition in their approach to recruitment and will seek to recruit the best applicant for the job. We believe our recruitment and selection process will ensure the identification of the person best suited to any job in the School or Service, is in accordance with equal opportunities legislation and ensures the applicant's abilities, qualifications, experience and merit are measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely manner in compliance with current employment legislation and with all relevant recommendations from Department of Education (DfE) guidance on 'Keeping Children Safe in Education' and the code of practice published by the Disclosure and Barring Service (DBS).

The School and Service must and will meet its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any further involvement in the recruitment and selection decision making process.

2 Roles and Responsibilities:

It is the responsibility of the Co-Headteachers to:

- Ensure that the School and Service has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with the National College for Teaching & Leadership (NCTL) guidance and legal requirements.
- Monitor the School and Service compliance with (NCTL) guidance and legal requirements.
- Ensure that the School and Service meet our commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- Ensure that each shortlisting panel must include at least one person who will have attended the appropriate Safer Recruitment course provided by either NCSL (National College for School Leadership), NSPCC or Wandsworth Borough Council.

- Monitor contractors' and agencies' compliance with this document.

Governors have delegated responsibility to the Co-Headteachers and The Senior Leadership Team to lead on all appointments. Governors will normally be involved in the appointment of Senior Leadership Team members, and may participate in the selection of other members of staff at the invitation of the Co-Headteachers.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with the provisions of this policy.

3 Recruitment

3.1 The Vacancy

All vacancies must be approved by the Co-Headteachers and HR Director and signed off with an approval to recruit form. For existing posts a resignation in writing must be received before the post is advertised. Where appropriate the Job Description and Person Specification should be reviewed and any amendments made prior to advertising the post.

For new posts, the Job Description and Person Specification should be drawn up and agreed by the Co-Headteachers and/or HR Director.

3.2 Advertising:

All advertisements will make clear the School and Service commitments to safeguarding and promoting the welfare of children.

Most vacancies will be advertised both internally and externally, costs, as well as effectiveness, will be borne in mind when deciding upon the most appropriate medium, which will include local advertisements, with the aim of recruiting from the local community, the council's website and national advertisements.

Advertisements will be drafted by the HR Team and checked and approved by the Co-Headteachers and HR Director.

The School and Service promote equal opportunities and therefore a statement regarding equal opportunities will be made on all advertisements.

For external advertisements the closing date will normally be 2 - 4 weeks after the insertion of the advertisement.

Internal advertisements will close between 1 and 2 weeks after the publication of the advertisement.

All Applicants will receive the same application pack.

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

3.3 Genuine Occupational Requirement:

Under the Equality Act 2010 it is permissible to appoint or encourage applications from specified groups where there is a genuine occupational requirement for a particular characteristic for a role. If there is such a need this will be clearly stated in the advertisement.

Before an advert with a 'Genuine Occupational Requirement' is placed. The school require the person advertising the post to submit their advert and rationale behind wanting to place an advert with this type of provision in writing to the HR Office.

The HR Manager will then discuss the issue with the Co-Headteachers and other relevant senior members of staff. If this is approved, the advert may then be placed.

3.4 Application Forms:

All applicants for employment will be required to complete a Linden Lodge application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in their employment history).

A copy of the application form, job description and person specification for the role/post applied for can be downloaded from the council website (<http://www.lindenlodge.wandsworth.sch.uk/75/staff-vacancies>) .

Incomplete application forms may be returned to the applicant where the deadline for completion has not passed. In the event that a resubmitted form breaches the deadline for applications, the School/Service will consider whether extenuating circumstances should allow consideration of that particular application. Curriculum vitae will not be accepted in place of the completed application form.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police or professional regulatory bodies, e.g. NCTL, may be made.

All application forms must be signed and dated by the applicant. Application forms must be checked for signature and if not signed, for instance if an online application has been made, the form must be signed by the applicant at interview.

Details of a point of contact within the School or Service will be provided to every job applicant in case of any queries e.g. how to complete the job application form or any other matter relating to the application.

4 Selection:

4.1 Shortlisting:

Once the closing date has passed a process for shortlisting will then take place with the shortlisting panel, at least one member will be safer recruitment trained.

The shortlisting of applications will be carried out against the person specification for the post and shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

Any gaps in employment or discrepancies will be explored prior to an interview taking place.

4.2 References:

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

Two professional references will be requested, one of which must be from the applicant's most recent employer. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision. Any discrepancies or anomalies will be followed up.

For residential staff, references will be sought for each period of employment that involved working with children or vulnerable adults.

The School and Service will only accept a character reference in the event of not being able to obtain a second professional reference.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children and young people. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving and performance.
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired).
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The School and Service will only accept references obtained directly from the referee on the official form with all sections completed. References will be compared with any information provided on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before an appointment is confirmed.

All references will be followed up by telephone by the relevant managers or HR

Office dependent on the post to:

- verify the identity of the referee
- obtain confirmation that they wrote the reference
- discuss any areas identified as a concern
- solicit further clarification if required e.g. if the answers are vague

References will be checked by the HR Office with the Reference Checking Procedure form (Appendix 4).

It is imperative that sufficient time is allocated to ensure that references can be taken up prior to interview. As a consequence from the point of advertisement a timeline for the recruitment exercise will be agreed and adhered to by all School or Service staff concerned.

Failure to obtain satisfactory references within 8 weeks may result in an offer of employment being withdrawn.

4.3 Testing:

External candidates for teaching posts will always be required to teach part of a lesson and will be observed and graded on their teaching. If the observation is not satisfactory they will not be taken forward to the interview stage.

Candidates for support staff posts requiring particular skills, for example IT and literacy skills will be given a practical test at or prior to Interview:

4.4 Interview:

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. The process will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

The interview panel for the following posts will be selected as follows:

- Co-Headteachers' post will comprise of the Chair of Governors, CEO of the Multi-Academy Trust plus at least three other Governors
- Deputy Headteacher and Senior Management team i.e. Head of Residential the panel will comprise of the Co-Headteachers, the CEO of the Multi-academy trust and at least one member of SLT.
- Interview panels for Senior posts will always consist of a minimum of three people including the Co-Headteachers and two others who may be either governors or members of the Senior Leadership Team.
- All other appointments will be determined by an interview panel consisting of the Co-Headteachers or, Deputy Headteacher plus one other, or, in the case of support staff, a member of the Senior Leadership Team plus one other.

- Interview panels for therapy posts will consist of a minimum of three people including the therapy lead, the Band 7 therapist for that profession plus 1 other (for example Co-Headteachers or HR Officer/Director)

In all cases panels will include at least one person who has been trained in Safer Recruitment practices.

Core questions based on the person specification will be agreed prior to the interview and all candidates will be asked the same questions. Follow up questions to probe for additional information may be asked.

Candidates will not be questioned on their religion or belief, colour, race, nationality or national or ethnic origins, sex, sexual orientation, marital status and/or age, in compliance with the Equality Act 2010.

Candidates will be reminded that a Disclosure and Barring Service (DBS) certificate application must be made and their offer of appointment would be subject to this being satisfactory. Candidates will be asked if they have anything to disclose relating to a DBS check.

Brief notes will be made during each interview by individual panel members on the factual responses of candidates to the questions. Personal opinions of the interviewers will not be recorded. Each panel member will complete an Interview Assessment Sheet.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case during the interview process.

All applicants who are invited to an interview will be required to bring the following evidence of UK status i.e. passport and a completed Declaration form, which will be sent to the candidate with the e-mail inviting them to interview.

5 The Decision:

After the interview, the panel will discuss the performance of each candidate in turn against the criteria of the person specification. Appointments will be made on merit and the person appointed will be the candidate who demonstrated the best ability to meet the criteria of the person specification. The Chair of the interview panel will complete the Interview Decision Sheet recording the decision in the case of each candidate and the reason for the decision.

Candidates will be informed by telephone, and by letter of the outcome of the interviews, as soon as possible after these have taken place.

5.1 Offer of Employment:

The appointment of all new employees is subject to the receipt of a satisfactory DBS certificate, references, and health history check, copies of qualifications and proof of identity.

The Offer letter will be sent initially, and on confirmation of start date the Statement of Particulars will be issued. New starters will not be processed onto the payroll until signed copies of the Offer letter and Statement of Particulars of employment are received by HR.

In accordance with safeguarding procedures and audit guidelines, appointments will be not processed with payroll until a signed copy of this letter and the Statement of Particulars of Employment is received.

5.2 DBS Checks:

Due to the nature of the work, the School and Service will apply to the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

The School and Service will make an application for the DBS certificate online and the new employee will receive an email from the DBS requesting that they complete the DBS application form online. Once notice of the application is received by the School or Service, the prospective staff member will receive an email from HR requesting them to bring in the relevant documents to complete the DBS process.

The School and Service will always request an Enhanced Disclosure, described as below:

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It 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.
- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she 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 Department for Education and the Department of Health.
- Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).
- Where the School and Service use (i.e.) supply agencies or contractors (etc.), these agencies will be responsible for registering their staff for DBS's following their own comparable policy. Proof of registration will be required, before the School or Service commission services from any such organisation.

5.3 DBS - Retention and Security of Disclosure Information

The School and Service policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the School and Service will:

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's and Service Senior Management Team.
- Not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School and Service will not retain such information for longer than 6 months, although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique document number issued by the DBS and the recruitment decision taken.
- Ensure that any disclosure information to be destroyed is done so by a suitably secure means such as shredding
- Prohibit the photocopying or scanning of any disclosure information.
- Comply with the provisions of the DBS code of practice, a copy of which is available on request.

The applicant must show the original DBS to the HR Office, before they take up post or as soon as practicable afterwards.

5.4 Overseas Checks:

Within the UK the Disclosure & Barring Service (DBS) checking process is used. However, services and policies for overseas checking are not provided by the DBS. For those individuals that have lived outside of the UK, this obviously presents a risk to schools when assessing their suitability for employment.

The DfE guidance 'Keeping Children Safe in Education' states that 'Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered'.

As a minimum, the school will seek overseas checks if a candidate has lived or worked overseas for a period of 3 months or more within the last 5 years AND they were above the age of criminal responsibility during that time.

In the case of appointments to positions within the residential unit, candidates will be expected to seek overseas police checks for every country they have lived or worked in for 3 months or more where they were above the age of criminal responsibility within that country.

It is the responsibility of the applicant to:

- Obtain an official statement on their criminal history from the police or judicial authorities, government departments or their Home Embassy in the country or countries concerned.
- Provide a translation of the documentation, if required, and pay for any costs incurred in relation to the translation.

The process of obtaining an overseas police check forms part of the standard pre-employment checking process and best practice is that an individual should not start work at a school until all the relevant pre-employment checks have been received satisfactorily, including an overseas police check, where appropriate. There may be circumstances, however, where the overseas police check has not been received by the time the individual is due to start work.

If this is the case, the Co-Headteachers will need to risk assess the situation and make a decision as to whether to allow the individual to begin work in the school. This will involve seeing whether any work can be done outside of the school site, the level of contact the role involves, whether the applicant can be supervised when they are on site, and the status of the other pre-employment checks.

Having completed the risk assessment, the Co-Headteachers has a number of options available to them:

1. The Co-Headteachers can retract the offer of employment based on the overseas police check not being available
2. The Co-Headteachers may decide not to allow the candidate to commence their employment without receipt of the overseas police check(s) so the start date is postponed
3. The Co-Headteachers may agree that the candidate is able to start without the overseas police check(s) being received subject to all other pre-employment checks being in place

If option (2) or (3) above is chosen as the appropriate action by The Co-Headteachers, the individual, with support from the school, should continue to pursue the overseas police check(s). The risk assessment will be retained on file in a confidential envelope to be opened by the Co-Headteachers only.

- Negative ('clear') disclosures
Where an overseas police check shows that there is no known criminal history for the individual, we will record this on the Pre-employment Checklist and on our Single Central Record.
- Positive disclosures
Where an overseas police check shows that there is criminal information known about the individual, the individual will be asked to provide a

statement. A meeting will be arranged with the Principal to discuss the statement and details of the disclosure.

Following the meeting the Co-Headteachers will decide whether the disclosure and statement are deemed acceptable or not. If they are acceptable all the details will be forwarded to the Director of Contracts at the Council for a final decision. If the Co-Headteachers decides that the positive disclosure is not acceptable, the offer of employment will be retracted on the basis of an unsatisfactory overseas check.

5.4.1 Circumstances where an overseas check is unable to be applied for

The school recognises that on occasions, it may be impossible for a candidate to obtain an overseas police check from a specific country. Potential reasons for this could include:

- The country in question does not have a known provision for applying for overseas police checks.
- The political situation within a country makes it impossible to reasonably obtain an overseas police check. Examples could include war or unstable government within that country
- The personal circumstances of the applicant mean that applying for an overseas check could put themselves and/or their families at significant risk of harm for example, if an applicant has previously sought asylum or fled persecution in their own country and sought sanctuary in the UK.
- The applicant, upon attempting to obtain this check, is asked to provide unofficial remuneration such as a bribe or other inducement in exchange for the information required.

If this is the case, the Co-Headteachers will undertake a risk assessment in line with the provisions set out in section 5.4 to decide whether to proceed with the appointment.

5.5 Personnel File:

A personnel file checklist will be used to track and audit paperwork obtained in accordance with the NCTL Safer Recruitment guidance. The checklist will be retained on the personnel file. The NCTL register for Teachers and Unqualified Teachers posts will also be checked to ensure that the new employee is not subject to any sanctions or restrictions of employment. [\(Appendix 1\)](#)

5.6 Single Central Record:

A Single Central Record is kept of all recruitment and vetting checks in accordance with DfE requirements. The Record includes indications of:

- Receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.
- A check that an individual to be employed as a teacher/or unqualified teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.
- A verification of the individual's mental and physical fitness to carry out their work responsibilities.
- A verification of the person's right to work in the UK.
- A check of professional qualifications which are essential requirements specified in the person specification relating to the post.
- Any further checks the School and Service consider appropriate where the person has recently lived or worked outside the UK at the time of their appointment.

The Single Central Record must include, Volunteers, Governors, Trustees and Agency workers.

5.7 Record Retention/Data Protection:

Recruitment paperwork will normally be retained for up to 6 months in accordance with the Data Protection Act. This will allow the School and Service to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

6 Induction Programme:

All new employees will be subject to an induction programme which will clearly identify relevant School and Service policies and procedures, including the Safeguarding and Child Protection Policy, and the DfE guidance on 'Keeping Children Safe in Education'.

Our expectation that all staff will adhere to the policies and procedures and any Codes of Conduct that govern how they carry out their roles and responsibilities will be made clear by the presenters of the induction programme.

7 Probation:

The School and Service will support and monitor staff performance during the probationary period as follows:

- Newly Qualified Teachers will be required to complete one year's probation.
- All support staff will be required to complete a six month probation period, which will not include the School and Service holidays for Term Time Only staff.

7.1 Ongoing Employment:

The School and Service recognise that safer recruitment and selection is not just about the start of employment, but is part of a larger safeguarding policy framework for staff.

Linden Lodge School and Wandsworth Sensory Support Service will therefore provide ongoing training and support for all staff as identified through annual Performance Reviews and support staff appraisal.

8 Agency Staff

Prior to booking agency staff an Agency Requisition form ([Appendix 2](#)) must be completed and approved by an authorised signatory and submitted to HR.

The agency must either complete an 'Agency Worker' Placement Checklist' form that meets the requirements listed below.

The documents will include:

1. CV Received
2. Interview Performed
3. Identity Check
4. Entitlement to Work in the UK
5. Entitlement to Work end date
6. Professional Reference checks
7. Fitness to work
8. Overseas check Police Check, if required
9. 'Barred list' check*
10. 'Barred list' check date
11. Enhanced DBS Disclosure Date
12. Enhanced DBS Disclosure Number
13. Enhanced DBS Disclosable Outcomes
14. A completed Disqualification Declaration Form ([Appendix 3](#))
15. Qualifications:
16. Professional Registration:
17. Qualified Teacher Status:
18. Prohibition from Teaching
19. Valid UK driving licence, if applicable

20. Evidence Safeguarding Training

* Children's and Adults barred list (inc. check formerly known as List 99)*

The checklist outlines all the necessary checks that must be carried out by the agency prior to the individual commencing any work within the school or service.

The agency workers photograph must be attached and the vetting form forwarded to the School or Service before the agency person starts work.

The School and Service will also check on arrival that the agency person presenting themselves for work is the same person on whom the checks have been made by asking the agency to provide a photo of the worker in advance.

All agencies must ensure that agency staff have received a copy of the current versions of the following documents prior to commencing work:

- DfE Keeping Children Safe in Education Guidance
- LL & WSSS Child Protection Information
- Easy Read 'SEN Code of Practice'

All agency staff working for 30 days or more will be required to produce and complete the following:

- Agency Visitor Information and Contract
- Employee Declaration Form
- Health & Safety Form
- Keeping Children Safe in Education Acknowledgement form
- Social Media and Mobile Devices Policy Acknowledgement form
- Identification i.e passport, driving licence
- Enhanced DBS
- Overseas Police Check, if required

9 Health Service Professionals

The employer of all Health Professionals e.g., nurses who work under regulated activity within the School will be required to provide a 'Letter of Assurance' confirming that all the necessary checks have been undertaken on their workers to include:

1. Identity Check
2. Entitlement to Work in the UK
3. Entitlement to Work end date
4. Professional Reference checks
5. Fitness to work
6. Overseas Police Check, if required
7. 'Barred list' check*
8. 'Barred list' check date
9. Enhanced DBS Disclosure Date
10. Enhanced DBS Disclosure Number
11. Enhanced DBS Disclosable Outcomes
12. A completed Disqualification Declaration Form (DDF)
13. Qualifications:

- 14. Professional Registration:
- 15. Valid UK driving licence, if applicable
- 16. Evidence of Safeguarding Training

Employers must also ensure that Health Professionals have received a copy of the following school and service documents, prior to commencing work:

- DfE Keeping Children Safe in Education Guidance
- Easy Read 'SEN Code of Practice'

All Health Care professional staff will be required to complete the following:

- Criminal record Declaration Form
- Keeping Children Safe in Education Acknowledgement form

10 Contractors

The employer of all contractors e.g. Premises staff, who carry out work within the School, will be required to provide a 'Letter of Assurance' confirming that all the necessary checks have been undertaken on their workers to include:

1. Identity Check
2. Entitlement to Work in the UK
3. Entitlement to Work end date
4. Professional Reference checks
5. Fitness to work
6. Overseas Police Check, if required
7. 'Barred list' check*
8. 'Barred list' check date
9. Enhanced DBS Disclosure Date
10. Enhanced DBS Disclosure Number
11. Enhanced DBS Disclosable Outcomes
12. Disqualification Declaration Form (DDF)
13. Qualifications:
14. Professional Registration:
15. Valid UK driving licence, if applicable
16. Evidence of Safeguarding Training, where possible

Contractors must also ensure that their staff have received a copy of 'DfE Keeping Children Safe in Education' Guidance, prior to commencing work:

Regular contractors will be required to produce a copy of their DBS and identification i.e. company ID Badge, passport, driving license and an overseas police check (if applicable) on arrival. Photocopies of this information will be taken by the Reception or HR Office staff and certified as original seen and a signed Keeping Children Safe in Education Acknowledgement form.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. The School and Service Premises Manager/Team will ensure that the appropriate level of supervision is provided.

11 Sole Traders

Managers who authorise the employment of a sole trader must also ensure that the sole trader receives a copy of the 'DfE Keeping Children Safe in Education' Guidance, prior to commencing work.

Sole trader will be required to produce a copy of their enhanced DBS and identification i.e. company ID Badge, passport, driving license and an overseas police check (if applicable) on arrival. Photocopies of this information will be taken by the Reception or HR Office staff and certified as original seen and a signed Keeping Children Safe in Education Acknowledgement form.

Sole traders who have eligible roles undertaking Regulated Activity i.e. peripatetic teachers who undertake regular activity at the School and Service will be required to provide evidence of:

Photocopies of this information will be taken by Reception or the HR Office and certified as original seen.

12 Governors

Governors are not 'recruited' into paid employment, so are not subject to selection, interviewing and probation in the way that this policy otherwise implies. Staff and Parent governors are elected by their peers, and the only qualifications for that are in the first category that they are employed to work at the School, and in the second category that essentially they have a child registered at the School. Local Authority governors are appointed by the Local Authority, (obviously), and all other governors are Co-opted with the agreement of all existing members of the Governing Body.

However, the academy require all new and re-appointed governors to undergo an Enhanced Disclosure check (which will include the barred list) and consider that refusal to complete an application is grounds for not appointing to a governor position or for disqualifying an existing governor.

The HR Office will provide governors with a copy of the 'DfE Keeping Children Safe in Education' Guidance

Governors will be required to complete the relevant forms and provide evidence of:

- A completed Disqualification Declaration Form (DDF)
- Keeping Children Safe in Education Acknowledgement form
- Social Media and Mobile Devices Policy Acknowledgement form
- Identification i.e. passport, driving licence
- Enhanced DBS
- Overseas Police Check, if required

13 Volunteers

Although, Volunteers are not 'recruited' into paid employment either or included in Regulated Activity, the School and Service will insist on the following information being provided:

- A completed Disqualification Declaration Form (DDF)
- Keeping Children Safe in Education Acknowledgement form
- Social Media and Mobile Devices Policy Acknowledgement form
- Identification i.e. passport, driving licence
- Enhanced DBS
- Overseas Police Check, if required

The HR Office will provide Volunteers with a copy of the 'DfE Keeping Children Safe in Education' Guidance

Please note: The LL & WSSS Volunteer Policy, is available upon application.

14 Trustees

Trustees are not 'recruited' into paid employment, However, we require all new and re-appointed Trustees to undergo an Enhanced Disclosure check (which will include the barred list).

The HR Office will provide Trustees with a copy of the 'DfE Keeping Children Safe in Education' Guidance and the School and Service will insist on the following information being provided:

- Enhanced DBS Disclosures
- Identity Check
- Overseas Police check, if appropriate
- A completed Disqualification Declaration Form (DDF)
- Keeping Children Safe in Education Acknowledgement form

15 University Placement Students

University Placement Students are not 'recruited' into paid employment either or included in Regulated Activity. The School and Service will be required to insist on the following information being provided:

- Enhanced DBS Disclosures from the university
- Identity Check
- Overseas Police check, if appropriate
- A completed Disqualification Declaration Form (DDF)

Managers making arrangements for University Placement Students must ensure that the Students are supervised at all times and that relevant basic training is provided and the 'DfE Keeping Children Safe in Education' Guidance and form completed prior to student commencing placement at the School and Service.

16 Work Experience

Work Experience Students are not 'recruited' into paid employment either or included in Regulated Activity. The School and Service will be required to insist on the following information being provided:

- Identity Check
- A completed Disqualification Declaration Form (DDF)

Managers making arrangements for Work Experience Students must ensure that the Students are supervised at all times and that relevant basic training is provided and the DfE Keeping Children Safe in Education Guidance and form completed prior to student commencing placement at the School and Service

In accordance with good practice guidelines, this policy will be reviewed on an annual basis and can be provided to parents/carers on request

Appendix 1

Linden Lodge Recruitment Check List

NAME _____

TRN/HCPC:

Application form/gaps explored

1st Reference Sent

Received

2nd Reference Sent

Received

DBS clearance Sent

Received

DBS Seen

NCTL Checked

Contract Given

Returned

Bank details Given

Returned

Appointment Notice sent to Payroll

P45 sent to Payroll

NI

Qualification certificates copied

Right to work (Copy of passport/ birth certificate seen and copied)

Computer Policy signed

Work Permit

Entered on SIMs

Appendix 2

Agency Staff Requisition Form

Linden Lodge School and Wandsworth Sensory Support Service

AGENCY STAFF REQUISITION FORM

1. Department:	
2. Staff Required:	
3. Name of Pupil	
4. Name of Agency Staff	
5. Purpose:	
6. Duration of Requirement:	Date From: Date To:
7. Preferred Agency:	

Signed: Date:

Name :

Position:

Actioned by HR: Date:

Appendix 3 – Declaration Form

Linden Lodge School Staff Suitability Declaration

It is all employees' responsibility to safeguard children. You must therefore provide notification should you receive any convictions, court orders, reprimands or warnings since the date of your last DBS clearance with the school **or** since joining the school, whichever is later. You must also inform the school of any changes to your health that may impact upon your ability to work with children or any changes to your own circumstances that we should be aware of.

1) Criminal Conviction Declaration

Have you received any criminal convictions, cautions, court orders, reprimands or warning since your last declaration to the school?

Yes/No

Do you have any health concerns that may affect your ability to work with children?

Yes/No

If you have answered **YES** to any of the above, please provide further information below
(Continue on a separate sheet if necessary)

.....
.....
.....
.....

2) Health/Medical Information

Do you have a medical condition which may need to be notified to a medical professional or senior member of staff? E.g. diabetes, high blood pressure

Yes/No

If you have answered **YES** to any of the above, please provide further information below
(Continue on a separate sheet if necessary)

.....
.....
.....
.....

...

Declaration

I confirm that the information I have declared above is correct and understand that I have a duty to inform the Co-Headteachers should any of this information change **at any time** during my employment with the school. I understand that failure to disclose relevant information will result in disciplinary action and a formal sanction up to and including dismissal.

Name (In Capitals).....
.....

Signed:.....

.....

Date:

.....

.....

Appendix A (to be read by all employees)

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'Protected' and are not subject to disclosure to employers and cannot be taken into account.

Filtering of Cautions and Convictions

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a DBS Certificate) were developed by the Home Office and Ministry of Justice and introduced with new legislation.

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 201
- Rehabilitation of offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

The Filtering Rule

For those **18 or over** at the time of the offence:

An Adult **conviction** will be removed from a DBS certificate if;

- 11 years have elapsed since the date of conviction; **and**
- It is the person's only offence, **and**
- It did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which includes serious sexual and violent offences (*see Exceptions to the Rules*). If a person has more than one offence, then details of all their convictions will always be included.

An adult **caution** will be removed after 6 years have elapsed since the date of the caution and if it does not appear on the list of offences relevant to safeguarding.

For those **under 18** at the time of the offence.

For convictions, the same rules apply as for adult convictions, except that the elapsed times period is five and a half years.

Exceptions to the Rules

Some offences will never be removed from a DBS certificate. These include the most serious sexual and violent offences. You can view this specified list of offences at:-

www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

Further information is also available from:-

www.gov.uk/government/organisations/disclosure-and-barring-service

If you are unable to access the internet, please contact the school who will be able to send this information to you.

You must provide details of any relevant convictions that you may have at interview. The disclosure of a criminal record may not necessarily prevent you from being appointed/continue to be employed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made.

Please note that some convictions are never considered ‘spent’ under the Terms of the Act.

Applicants can obtain independent advice from Nacro www.nacro.org.uk

Appendix 4 – Reference Checking Procedure

Name of Candidate:

Post applied for:

Location:

1st Reference: (must be candidate's present or most recent employer) Name of Referee:	Company/Character	1st checker initialled & date	2nd checker initialled & date	Signed off by: Manager/Head/ Principal
Have all the questions been answered in a satisfactory manner? If NO, which question was unsatisfactory? Why?	YES/ NO			
Is the reference on headed paper/company stamp or a compliment slip supplied?	Please state:			
Is the reference signed by hand?	YES / NO			
Has the reference been followed up by a telephone conversation with the Manager and referee? If NOT why?				
Reference verified by phone?				
Is the reference satisfactory?				
2nd Reference: (should be candidate's previous employer, if not in paid employment Head of education or training establishment/ or voluntary group) Name of Referee:	Company/Character	1st checker initialled & date	2nd checker initialled & date	Signed off by: Manager/Head/ Principal
Have all the questions been answered in a satisfactory manner? If NO, which question was unsatisfactory? Why?	YES/ NO			

Is the reference on headed paper/company stamp or a compliment slip supplied? Please state:	Please state:			
Is the reference signed by hand?	YES / NO			
Has the reference been followed up by a telephone conversation with the Manager and referee? If NOT why?				
Reference verified by phone?				
Is the reference satisfactory?				
3 rd Reference: (if required) Name of Referee:	Company/Character	1 st checker initialled & date	2nd checker initialled & date	Signed off by: Manager/Head/ Principal
Have all the questions been answered in a satisfactory manner? If NO, which question was unsatisfactory? Why?	YES/ NO			
Is the reference on headed paper/company stamp or a compliment slip supplied?	Please state:			
Is the reference signed by hand?	YES / NO			
Has the reference been followed up by a telephone conversation with the Manager and referee? If NOT why?				
Reference verified by phone?				
Is the reference satisfactory?				
Any further action that needs to be taken, if any				
Is the job offer to be retracted? If yes, please state a reason				

Start Date :				
---------------------	--	--	--	--

Probationary Review Form

Employee's Name		
Job Title		
Start Date		
	Date due	Completed (please tick)
Initial Meeting (During 1st Month)		<input type="checkbox"/>
3 Month Review		<input type="checkbox"/>
6 Month Review		<input type="checkbox"/>

Initial Meeting

This section should be completed by the line manager within a week of the employee commencing their appointment to agree objectives, expectations and development.

<p>Section A: Objectives or Outcomes – to be achieved during probationary period, including indicators of success</p>
<p>Section B: Development Plan – to support the employee in achieving the objective and outcomes outlined above, e.g. safeguarding training Specify how and when these needs will be addressed during the probationary period</p>

For classroom based staff or residential Observation date:		(Form attached)
Employee's Signature		
Manager's Signature		
Date		

First Review (3 months)

To be completed by the line manager **in discussion with the employee.**

	Improvement Required	Satisfactory	Good	Excellent
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working relationships (with colleagues, children, parents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency in the role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If any areas of performance, conduct or attendance require improvement please provide details below.				
Where concerns have been identified, please summarise how these will be addressed during the period of probation.				
Summarise the employee's performance and progress over this period.				
Have the objectives identified for this period of probation been met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, what further action is required?	Review Date	
Have the training/development needs	<input type="checkbox"/> Yes <input type="checkbox"/> No			

identified for this probation period been addressed?			
For classroom based staff or residential Observation date:		(form attached)	
Employee's Signature			
Manager's Signature			
Date			

Final Review (6 months)To be completed by the line manager **in discussion with the employee.**

	Improvement Required	Satisfactory	Good	Excellent
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working relationships (with colleagues, children, parents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency in the role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the objectives identified for the probationary period been met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please provide details below:		
Have the training/development needs identified for the probationary period been addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Summarise the employee's performance and progress over the period				
Is the employee's appointment to be confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please provide reasons below and summarise what action has been taken to address the difficulties which have arisen during the probationary period.				
Should the employee's probationary period be extended?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide reasons and, where appropriate, specify any areas of improvement required and how these will be monitored.				
Length of extension (if applicable)				
New probation completion date (if applicable):				
Employee's Signature:				
Manager's Signature:				
Date:				

