

# Staff Recruitment Policy

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**Summary of material changes**

2022	HR Administrator replaces HR Manager throughout, unless specified below. P6 All advertisements now to be approved by the Head
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	<p>P13 Clarification that CVs alone will not be accepted</p> <p>P18 Clarification regarding references where the candidate has worked with children in the past</p> <p>P0 Addition: internal candidates applying for new roles or promotion should seek references from direct line managers or colleagues; it is not necessary to obtain a reference from the Head.</p> <p>P0 Addition: online searches may be considered as part of the filtering process</p> <p>P50 Clarification added to explain when qualification checks are necessary</p> <p><b>Appendix 1</b> (page 21) Director of Staff and Boarding now has oversight of the Single Central Register</p> <p>(page 21) Amended to allow any member of the governing council to inspect the SCR.</p> <p><b>Appendix 4, Section 3 (Page 27)</b> New section added to include process for the recruitment of Associate Artists.</p>
2023	Reference added as per KCSiE 2023 to School's need to inform candidates of online searches

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
Contractors	Staff working for a company engaged by the School under a contract to provide services, for example gardening, cleaning or undertaking building works.
DBS	Disclosure and Barring Service
DfE	Department for Education
EEA	European Economic Area
GDPR	General Data Protection Regulations 2018
Governing Body	Group of individuals (Governors) who are responsible for the governance of the School
Governors	Individuals who form part of the Governing Body
KCSiE	Keeping Children Safe in Education
Non-teaching staff	Members of staff such as finance, reception, compliance, estates etc.

NSPCC	National Society for the Prevention of Cruelty to Children (Charity)
Protected Characteristic	Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (As defined by the Equality Act 2010)
Regular (for the purposes of “regular activity”)	For the purposes of assessing whether a person is working in regulated activity, ‘regular’ includes ‘frequent’ and these are defined together as follows:- <ul style="list-style-type: none"> <li>• Frequently (once a week or more often)</li> <li>• Or on 4 or more days in a 30-week period</li> <li>• Or overnight (between 2am and 6am)</li> </ul>
Regulated activity	The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary: <ol style="list-style-type: none"> <li>i) Regular (see above) work in schools with opportunity for contact with children. Not work by supervised volunteers.</li> <li>ii) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice / guidance on well-being, or drive a vehicle only for children, if done ‘regularly’ (see above)</li> <li>iii) Relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional; Applies to any child, even if done only once.</li> </ol>
Staff	Any person working at the school, whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer. The following are included: academic and music teachers, part-time staff, administrative staff, estates management and other ancillary staff, visiting associate artists, staff appointed from overseas, and catering staff.
Supply Staff	Any person working at the School supplied by an employment business – this does not cover supply teachers, but any individuals supplied by an agency and catering, medical and cleaning staff may also be included.
Teaching Staff	Full or part time staff involved in academic or music teaching.
TRA	Teaching Regulation Agency
Volunteer	A person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

## Aim / Objective / Statement of Intent

This policy sets out the procedures to be followed in the recruitment and selection of personnel to work with the Yehudi Menuhin School. It aims:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including **protected characteristics** or perceived **protected characteristics**;
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment and post-employment checks.
- To comply with the [Education \(Independent Schools Standards\) Regulations \(2014\)](#) and the [National Minimum Standards for Boarding \(2022\)](#) and [Keeping Children Safe in Education \(2023\)](#)

## Introduction

1. The Yehudi Menuhin School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.
2. This policy has regard to the following documents:
  - [Keeping Children Safe in Education](#) (September 2023)
  - [Working Together to Safeguard Children](#) (2018)
  - [The Equality Act](#) (2010)
  - [An Employer's Guide to Right To Work Checks](#) (April 2022)
3. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## Recruitment and selection procedure

### Advertisements

4. In normal circumstances, the School will advertise employment opportunities internally and on its website, and may also use other recruitment channels when conducting recruitment. The website and any other channels used will refer to the School's commitment to safeguarding children, make clear that safeguarding checks will be undertaken as part of the recruitment process, and contain a link to Part 1 of KCSIE. The

advertisement will outline the safeguarding requirements for the role, including to what extent the role involves contact with children and whether the role will require engaging in regulated activity relevant to children. The advertisement will also include whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

5. All advertisements will also contain an equality statement asking applicants requiring additional support throughout the recruitment process to discuss any access arrangements with HR.
6. All advertisements must be approved by the Head before being posted either internally or externally, to ensure they meet the above criteria.

## **Application Forms**

7. All applicants for employment will be required to complete an application form including their personal details, current and former names, current address, national insurance number, details of their present (or last) employment and reason for leaving, full employment history, qualifications, referees and statement of personal qualities and experience.
8. A statement is included in the application form to advise applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
9. Applicants will receive a job description and a person specification defining the skills, abilities, experience, attitude and behaviours required for the role applied for.
10. Applicants will also be provided with a copy of the School's [Safeguarding and Child Protection Policy](#) The School's Staff Recruitment Policy (this policy) is made available on the School's website and contains details on employment of ex-offenders.
11. At the School's discretion, incomplete application forms will be disregarded or may be returned to the applicant (usually only where the deadline for completed application forms has not passed). Any gaps in employment or education history will be identified and checked with the applicant. Application forms will also request a date of birth. This is to ensure that proper due diligence on a candidate's education and work career can take place.
12. Support to applicants to complete application forms is available upon request.

13. CVs will not be accepted unless alongside a full application form. This is to ensure that the school receives all necessary information for the safer recruitment process. The content of applicants' CVs will not be accepted until and unless supported by other evidence.
14. The School will make clear to all applicants that it reserves the right to conduct online searches at any stage in the recruitment process, as per KCSiE (September 2023).

## **Employment history and references**

15. References will, whenever possible, be taken up on short-listed candidates prior to interview unless indicated on the application form.
16. All offers of employment will be subject to the receipt of a minimum of two written satisfactory references, one of which must be from the applicant's current or most recent employer.
17. Where there is no current employer, verification of the most recent period of employment and reasons for leaving should be obtained. In the case of self-employed musicians, in addition to those references named on the Application Form, the Human Resources team may seek relevant references within the music industry as well as conducting extensive online searches.
18. If the current/most recent employment does/did **not** involve work with children, but that candidate has worked with children in the past, then the second referee should be from the employer with whom the applicant most recently worked with children.
19. Neither referee should be a relative or someone known to the applicant solely as a friend, but may be acceptable if they are also their most recent employer providing another independent reference is available.
20. Candidates who are already engaged by the school as employees or self-employed contractors should ask their line manager or a colleague to be a referee. It is not necessary for the reference to come from the Head in this instance, as the Head will already have all the information required for safer recruitment purposes.
21. Where the applicant has not previously worked with children, references must be obtained from the two most recent employers. If this is a candidate's first or second post, then suitable alternative references should be obtained (e.g. School, College Heads/Principals).
22. The School recognises that not all employers will provide substantive references and may choose only to confirm that an applicant worked for them for a stated period. No inference should be drawn from this by the School, however additional references from previous employers should be sought wherever possible. (See [Appendix 1](#), Clause 4 (d))

23. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they are aware of any reason or have any concern that the applicant may not be suitable to work with children. 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 be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record
- 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 (not including those which were found to be unfounded, malicious, unproven or unsubstantiated) 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.

24. The School will only accept written references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials (i.e. "To whom it may concern").

25. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

26. The School will contact by telephone each referee to verify the written reference and specifically that there are no issues relating to safeguarding.

27. Further details on the procedures for obtaining references can be found in [Appendix 1](#).

## **Shortlisting**

28. Where a high volume of potentially suitable applications is received, candidates may initially be 'long-listed' with initial interviews conducted either in person or by telephone.

29. Where appropriate, the School will consider using online searches as part of the shortlisting process.

30. At least two people should carry out the short-listing exercise. Any associated records will be kept in accordance with the School's Data Protection & Retention Policy. For consistency, it is preferable that those who carry out the short-listing also carry out the interviews.

31. All short-listed candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. This information must not be requested from applicants who have not been shortlisted. Applicants will be asked to sign the declaration confirming the information that they have provided is



true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

32. Where the self-declaration provides relevant information, the candidate will have the opportunity to discuss this at interview and the school will consider this information. The interview panel should explore all potential concerns with the candidate and ensure that they obtain sufficient information on the full circumstances of any incident.

33. Short-listed candidates will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Depending on the role, this may include desk-based practical exercises, teaching a lesson or preparing a meal, for example. Each candidate for a specific role will be asked to carry out the same task.

34. The interview panel will include at least one member of staff or a governor trained in safer recruitment in the last 2 years (per Surrey County Council document – “Schools Guide – Recommended Safeguarding Training Pathway June 2018 – v1). All interview panels will usually include either the Director of Pastoral Care or the Director of Staff and Boarding.

## **Interview Protocol**

35. The HR Administrator will gather and keep notes of all interviews. All information considered in decision-making should be clearly recorded, along with decisions made. These notes must be legible, signed and passed to the HR Administrator and may be disclosed to candidates, in accordance with the requirements of GDPR. Notes must be of sufficient detail to accurately reflect the interview itself and must enclose key questions around safeguarding to interrogate both attitude and understanding. Guidance on requirements is available from the HR Administrator and should be sought in advance of interview if required.

36. Where multiple candidates are to be interviewed for one post, a standard set of questions should be compiled and posed to each of the candidates. These should include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children;
- exploring their skills, and asking for examples of experience of working with children which are relevant to the role; and
- probing any gaps in employment of where the candidate has changed employment or location frequently, asking about the reasons for this.

37. Standardising some questions will ensure that comparisons can be drawn fairly. This does not preclude interviewers from asking additional questions to draw out any other areas of experience or ensuring any concerns are resolved satisfactorily etc. during the course of the interview.

38. Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Areas which also may be concerning and lead to further probing include:

- implication that adults and children are equal;
- lack of recognition and/or understanding of the vulnerability of children;
- inappropriate idealisation of children;
- inadequate understanding of appropriate boundaries between adults and children; and
- indicators of negative safeguarding behaviours.

### **Conditional Offer**

39. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The receipt of two written satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory;
- A satisfactory enhanced Barred List check;
- Sight of the original certificate of disclosure from the Disclosure and Barring Service with which the School is satisfied, and agreement by the candidate to join the DBS Update Service;
- Receipt of an equivalent overseas disclosure, if appropriate;
- Satisfactory declaration of medical and mental fitness;
- Verification of the right to work in the UK;
- If a member of the teaching staff, or a self-employed teacher, verification that the applicant's name is not on the DfE's list of staff prohibited from teaching in schools;
- If a member of staff in a management position (including LT and Heads of Department), verification that the applicant's name is not on the DfE's list of staff prohibited from being in a management position in schools (known as a Section 128 check);
- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment

40. If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a contract of employment as confirmation of employment.

41. If an applicant is unsuccessful, this must be acknowledged by the School in a timely manner.

### **Pre-employment checks**

42. In accordance with all government statutory regulations and guidance, including the most recent version of KCSiE, the School carries out a number of pre-employment checks in respect of all prospective employees.

### **Verification of identity and address**

43. All applicants who are invited to an interview will be required to bring:

- Proof of identity: for example, current driving licence (including photograph) and/or passport/birth certificate (Birth certificate and driving licence is now considered best practice);
- Proof of address: a utility bill or statements (less than 3 months old) showing their name and address or a council tax bill or statement (less than 12 months old) showing their name and address
- Documentation confirming their right to work in the UK: British Passport, British Birth Certificate, or UK Residence Permit;
- Documents confirming any relevant educational and professional qualifications referred to in their application form.

44. Where the name given by an applicant differs from the name given on any of these documents, he/she will be required to provide documentary evidence of the change (e.g. marriage, adoption, or deed poll certificate). The address on all documents must also match.

### **Criminal Records Checks**

45. Due to the nature of the work, the School will obtain an enhanced DBS check (including children's barred list information) in respect of all prospective staff members, governors and volunteers.

46. It is the School's policy to ask all new staff to join the DBS Update Service. In certain circumstances, successful candidates may already have signed up to the DBS Update Service. The School may utilise this service to check the status of successful candidates as well as existing staff who have not been in School for the 3 months or more. Where the DBS Update Service is used, the School will still need to see the original certificate. If any of the details on the original DBS certificate differ from the candidate's other current documents, the School is likely to seek additional information, dependent on the role to be performed and the inherent risks presented.

47. Members of staff in all schools must be subject to an enhanced criminal record check on entry to the school's workforce and, thereafter, may move between schools without requirement on subsequent employer schools to carry out further DBS checks unless they leave the school's workforce for three months or more. (Not including the summer holidays unless no longer employed by the previous school). The Yehudi Menuhin School may accept

pre-existing checks under this rule (known as The Three-Month Rule) but will carry out a separate barred list check, as well as confirming status via the DBS Update Service.

48. Employment should not normally begin until a DBS Certificate has been received and the original certificate seen by the School. In exceptional circumstances, employment may begin providing a DBS clearance has been applied for and a satisfactory Barred List check result received. In such situations a risk assessment will be completed, the employee will be kept under close supervision by their line manager and their case reviewed at least every two weeks until the certificate arrives and the risk assessment updated accordingly. Employees who are awaiting DBS Certificate will not be allowed to undertake boarding duties, or live in accommodation on site, until a satisfactory disclosure is received.

49. Where a supply/temporary worker or contractor is not able to provide their DBS Certificate to the School they will not be admitted to the School site **unless** they are kept under the constant supervision of either a member of school staff, or Senior member of their own organisation who has provided suitable identity documentation and an enhanced DBS Certificate which can be verified via the DBS Update Service. In these circumstances, a risk assessment will be undertaken and records kept. The risk assessment must be approved by the Head, in advance.

## **Mental and physical fitness**

50. The School will verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role. Candidates are asked to complete a declaration form and submit this information in a sealed envelope. This information is only reviewed once all other recruitment checks are completed. Where the form declares any information, this is considered by the HR Administrator and the Assistant Bursar (Estates) and, where relevant, the Hiring Manager to determine whether any reasonable adjustments are required and whether the recruitment can proceed.

51. Where necessary, the School may request that a candidate undertake an independent medical examination, at the School's expense, in order to ascertain any additional information to ensure the candidate is able to carry out their work responsibilities or to inform on any adjustments required.

## **Qualifications**

52. The School will also verify any professional qualifications as appropriate: i.e. if the specific qualifications are required as listed on the particular job description. The TRA will be used to verify any award of qualified teacher service and the completion of teacher induction or probation. In addition, the School will ensure that an applicant to be employed to carry out

teaching work is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed the GTCE before its abolition in 2012.

## **Overseas checks**

53. If an applicant has lived or worked overseas, the School follows the NSPCC advice that applicants who have lived overseas for longer than three months within the last five years should be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s), unless the applicant has previously worked in a UK school and has gained a satisfactory DBS clearance since returning to the UK.

## **Childcare Disqualification Regulations 2018**

54. Childcare disqualification is an additional requirement to the general child safeguarding arrangements provided under the DBS regime which apply to all children. The childcare disqualification applies to staff working with young children, including those up to the age of 8. The School's current entry age is 10 however those working with pupils attending the Virtual Menuhin School which provides education for those under the age of 10, and/or those involved in the management or day to day running of this, must complete a Disqualification from Childcare form (See [Appendix 7](#)). Having completed this form, staff will be reminded of their duty to declare any relevant changes to the Head immediately.

## **Recruitment of ex-offenders**

55. The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment set out in the section on **Assessment Criteria** below.

56. In view of the fact that all positions within the School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

57. Under relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DfE and the Department of Health of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or

charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

58. It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and the DBS in any of the following cases:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application;
- or
- the School has serious concerns about an applicant's suitability to work with children.

#### Assessment Criteria

59. 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; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

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

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious drug related offences, robbery, burglary, theft, deception or fraud.

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

62. If the post involves some driving responsibilities, it is the School's normal practice to consider it a high risk to employ anyone who has been convicted of drink driving or dangerous driving within the last ten years.

### Assessment Procedure

63. 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 carry out a risk assessment by reference to the criteria set out above. Having completed this assessment, there must be suitable mitigation steps in place in order to considerably reduce the risk before proceeding to consider the potential recruitment of the applicant further. The assessment form must be signed by the Bursar and the Head before a position is offered.

64. If an applicant wishes to dispute any information contained in the disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### **Retention and security of disclosure information**

65. The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

66. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in either a locked storage container or secure electronic system, access to which will be restricted to the HR Administrator, Head's Personal Assistant, Governors responsible for Safeguarding and members of the School Leadership Team.
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School 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 DBS number issued by the DBS and the recruitment decision taken. Where the disclosure contained information relation to a safeguarding matter, information may be retained for an extended period in accordance with legal requirements imposed on Schools.
- ensure that any disclosure information destroyed is done so by a suitable secure means such as shredding;
- prohibit images being made of any disclosure information.

### **Retention of records**

67. If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any supporting evidence) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be

confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on file, or otherwise in accordance with our current Data Retention Policy.

## **Accessibility**

68. The Yehudi Menuhin School welcomes applications from those with disabilities and ensures that those who may experience any difficulties during the recruitment process can be adequately supported. To achieve this the School will endeavour to provide additional support as required. For example, providing application forms and contractual documents in large print, wheelchair friendly tour routes of the school, support in completing and understanding forms for those with reading difficulties.

69. If an applicant has any queries on how to complete the application form or any other matter they should contact the HR Administrator.



## **Appendix 1 – Safer Recruitment Procedures for all employed and self-employed staff, as well as volunteers engaged in ‘regulated activity’**

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### **Applicability**

These procedures apply to:

- all staff, whether employed or self-employed, full-time, part-time or casual, who are to work at the School
  - all volunteers who are to be engaged in ‘regulated activity’ at the School (‘regulated activity’ means activity which is regular (once a week or more, four days in 30) or overnight AND not supervised by someone in regulated activity).
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### **1. Pre-Interview**

#### **Application forms**

Insist on a correctly completed application form from all applicants.

- Candidates must not be interviewed if they have not submitted a completed form.
- If you wish to interview a candidate who has submitted only a CV, they should be sent a form and told that it must be completed if they wish to be considered for the post.
- Applications forms pertaining to unsuccessful applicants must be retained and then destroyed after six months unless an applicant agrees to their retention for an extended period by ticking the relevant box on the application form

#### **Taking up References (1)**

Take up references/ring referees before interview wherever possible, especially if something is not clear from an application form.

#### **Identification**

Candidates should be asked to bring to interview original copies of the following documents:

- Proof of identity (usually passport)
- Proof of address (preferably at this stage driving licence – card and counterpart or ‘old’ paper licence; otherwise bank statement/utility bill less than three months old)
- Proof of any relevant qualifications referred to on their application (original certificates)

These should be copied, signed and dated by the existing staff member who saw and copied the originals. Identification documents pertaining to unsuccessful applicants should be destroyed once the successful applicant has accepted the offer in writing.

If any documents are not available, the HR Administrator can advise on acceptable alternatives.

## **2. During the interview**

- a. There must be at least two people involved in the selection process. One must have been trained in Safer Recruitment in the last 2 years.
- b. There must be a standard set of questions which are asked of all applicants. This will ensure that comparisons can be drawn fairly. You should then have a supplementary set of questions targeted at the particular applicant (based on their application). Notes must be taken during the interview and should be legible, signed and of sufficient detail and accuracy. Where individual handwriting may be difficult to read, notes should be typed up and signed with the interviewer's name clearly shown. These notes should not contain your personal opinion of the candidate and should reflect the discussion itself only.
- c. In particular, you should go through the details of the CV/application form, asking questions about any gaps in employment/education. Record the explanations in your notes. If an applicant in whom you are interested has given only a partial record, you should ask them to compile a complete list and send it after the interview.
- d. If the applicant has not signed and dated the application form (because it has been submitted electronically), ensure they do so during the interview.
- e. Check whether they have lived or worked abroad recently (for more than three months in the last five years). If so, have they already obtained a certificate of good conduct from the police in the relevant countries? Make it clear that any offer of employment will be conditional on their obtaining such a certificate before starting work (these certificates can be obtained only by the individual not by the School). Further details of how to obtain these checks can be found in <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. The School will not normally pay for these checks to be undertaken however the School may consider doing so where cost may be a barrier to employment. Verify any information provided during the interview with the written Overseas Confirmation form that they will have been asked to complete prior to interview.
- f. Ask about their attitude to safeguarding: are all the regulations important? (They should say "yes").
- g. Ask them to tell you about a time they have had to deal with a difficult or distressed child. (You are looking for sensible and appropriate action, passing on to a senior colleague, not engaging too personally.)

- h. Check that they have given their current or most recent employer as a referee. Ensure that the referees they have provided fulfil the criteria outlined in the Recruitment Policy.
- i. Check that you have full contact details and make it clear that you will need to speak to the referees in person (if you have not already done so).

### **3. Offer Letter**

The offer letter must state clearly that the offer is conditional on:

- 1. A satisfactory Barred List check
- 2. A satisfactory enhanced DBS disclosure
- 3. At least 2 satisfactory references
- 4. Completed medical questionnaire
- 5. Verification of qualifications
- 6. Verification of right to work in the UK
- 7. Prohibition from teaching and/or management (if appropriate)
- 8. Overseas police check if appropriate Acceptance of key school policies
- 9. Completion of the Disqualification from Childcare form (for relevant roles)

This offer letter should be accompanied by a duplicate version which contains declarations:

- a) A commitment to accept the offer;
- b) Completed medical questionnaire (which should be returned in a separate sealed envelope);
- c) Confirmation that School's Safeguarding and Child Protection Policy has been received, read and understood.
- d) Confirmation that the School's Staff Behaviour Policy / Staff Code of Conduct has been received, read and understood.
- e) Confirmation that Part 1 and Appendix A of Keeping Children Safe in Education (September 2021) has been received, read and understood.
- f) Confirmation that the School's E-Safety Policy for Staff has been received, read and understood.

This duplicate, along with the signed declarations, must have been received before the candidate begins work.

The offer letter must be sent by the Head or, in their absence, the Bursar

### **4. Taking up References (2)**

- a) You must receive two full written references which include either the referee's school/company stamp or letterhead. Alternatively, they may be sent from the

school/company official email address. In this case, the covering email (showing the official address) should be printed out and attached to the reference.

- b) Any reference from the candidate's current employer must be completed by a senior person with appropriate authority. In addition, if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations.
- c) A job description must be sent with all reference requests.
- d) References will usually be written on the School's reference form which should be sent with the reference request. Other forms of reference are acceptable, as long as they answer the key safeguarding question and include the other key details as requested on the School's form, and are signed and dated. Emailed scanned references are acceptable (as long as they are accompanied by either a school/company stamp or sent from a school/company email address).
- e) If a company or other institution supplies no more than a 'skeleton' reference, giving for example, just dates of employment, then the applicant should be informed and required to provide contact details for another referee. The 'skeleton' reference should also be kept on file.
- f) You must make personal contact by phone with the referees (either before or after receiving the written reference). You should make a note of the conversation (including date and time). The key points to record are: did the referee write the reference personally? Has anything been omitted (in particular to any safeguarding concerns)? If the applicant is no longer working for the school/company, were there any untoward circumstances involved in their leaving?
- g) All references must have been received (and personal contact made) before the applicant starts work.

## **5. Barred List and DBS applications**

In order for the School to make these applications, the required documents must be passed to the HR Administrator. They should be accompanied by a chronological list (month and year) of the names by which the applicant has been known and of the addresses at which the candidate has lived (over the previous five years). If the candidate has brought the required documents to interview, they will have only to supply one further document (which will normally be a bank statement / utility bill less than 3 months old).

To avoid delays caused by the computer failing to accept documents, please ensure that the same name is used on all three documents. The surname must always be the same (the system cannot accept both maiden and married names, for example). In particular, the first names on passport and driving licence must be identical (e.g. if there are two first names, they must appear on both and in the same order). On bills/statements, the initial or first

name must be the same. It is acceptable for bills/statements to be in joint names (e.g. Anna Smith and Robert Smith) as long as the applicants name is clearly shown.

**NB Under no circumstances may a staff member begin work before the result of the Barred List check has been received.**

## **6. Prohibition Checks**

The School also needs to check that anyone to be employed **as a teacher**, or anyone performing a teaching role (including sports tuition), is not subject to a prohibition from teaching order issued by the Secretary of State for Education or by any other EEA authority. In addition, a check should be made on the same website that no one in a management position (teaching or non-teaching) is subject to a prohibition from management order. This includes anyone in a “Head of Department” role, whether or not they are in reality managing any other staff. These checks will be carried out online by the HR Administrator.

## **7. Recording Checks**

All recruitment checks must be recorded (with dates and name of the checker) on the single central register. When all checks are complete, the file must be passed to the Director of Staff and Boarding. The HR Administrator will then add the staff member to the Single Central Register. The Folder will then be reviewed by the Head, who will confirm that the contract can be issued and the appointment confirmed.

NB All checks must have been carried out – and the results received and verified – before a new staff member may commence work.

- The only exception to this rule is the DBS certificate; a staff member may begin work before this has been received, but only after it has been applied for and a barred list check completed. Staff members in this position should be kept under supervision by their immediate line manager until the DBS certificate has been seen by the School. A detailed risk assessment must be completed by the line manager and approved by the Head in advance.
- This exception does not apply to staff with a boarding role. Staff may not undertake any boarding duties (or live in accommodation in the same building as pupils) until a satisfactory DBS certificate has been received.
- The staff member must present the DBS certificate to the School as soon as it has been received. This date will be recorded on the Single Central Register.

## **8. Check by Governors**

A member of the Governing Council will inspect all new entries on the Single Central Register made each term along with the corresponding personnel folders. This is to ensure that procedures have been followed and dates accurately recorded. A written record of this review will be kept along with any comments including any deficiencies noted.



## Appendix 2 – Safer Recruitment Procedures for all Governors

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### Applicability

These procedures apply to:

- All governors

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### 1. Recruitment Checks for all governors except Chair of Governors

The School will carry out the following recruitment checks before an individual who has been invited to be a governor is entitled to present as a Trustee at the meetings of the governing body and is entered on the single central register:

- (a) Barred list check (if in 'regulated activity')
- (b) Enhanced DBS disclosure.
- (c) Identity check.
- (d) Overseas criminal record/police check where appropriate. (see paragraph 0)
- (e) Right to work in the UK.
- (f) Prohibition from management (also known as a Section 128 direction)
- (g) Disqualification under the Childcare Act 2006 (if they are directly concerned with the day-to-day management of childcare provision)

### 2. Recruitment Checks for Chair of Governors

The same checks should be carried out for the Chair of Governors as for all other governors. However, in the case of the enhanced DBS disclosure, an individual application form must be obtained from the DBS (quoting the Department for Education and Registered Body Number 20881800002) by telephoning the DBS helpline on: 03000 200 190. It is important to inform the DBS that the individual to be checked will be a volunteer so that the DBS can determine whether the enhanced disclosure fee is payable.

Secondly, the School will need to contact the Department for Education, either by telephoning 01325 340 405 or emailing: [registration.enquiries@education.gov.uk](mailto:registration.enquiries@education.gov.uk) to explain that we are changing Chair of Governors and request the relevant form and instructions.

The completed forms must then be sent to the Independent Education and Boarding Team, Department for Education, Bishopsgate House, Feethams, Darlington DL1 5QE. The DfE will then countersign the application and send both forms to the DBS.

### 3. Recording Checks

All recruitment checks must be recorded (with dates and name of the checker) on the single central register. When all checks are complete, the Governor may be added to the Single Central Register.



## **Appendix 3 – Safer Recruitment Procedures for all staff supplied through an agency or contractor (teaching and non-teaching)**

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### **Applicability**

These procedures apply to:

- All staff supplied by an external agency or contractor (teaching and non-teaching)
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### **1. Recruitment Checks**

The School will require from the supply agency a document which shows clearly that it has carried out all the checks which would be required by the School for its own employed staff and self-employed staff. (See [Appendix 1](#)).

- a. The original DBS certificate must be seen by the School and a check undertaken with the DBS update service. A copy of the certificate along with a print-out from the update service must be signed, dated and retained.
- b. The School will check the identity of all supply staff before they begin work at the School.
- c. Copies of the necessary checks must be supplied to the HR Administrator, who will enter all supply staff onto the single central register recording:
  - i. That the agency has confirmed that all required checks have been completed;
  - ii. That the identity of the staff member has been checked by the School;
  - iii. The DBS Certificate number.

## Appendix 4 – Procedures for engaging and supervising visiting musicians or speakers

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### Applicability

These procedures apply to:

- all musicians who visit the School for a short period (i.e. for one or two days to give masterclasses or other tuition to students)
  - all outside speakers who visit the school to address the students at, for example, a school meeting (assembly)
  - Associate Artists (see section 3 below)
- 

### 1. Visiting musicians

- (a) Most musicians who visit the School are well known to the senior staff of the School. In advance of arranging the visit, the Head and the HR Administrator must be informed. The Head will ascertain from the senior staff of the School, or other staff members with relevant knowledge, whether any reason is known as to why the musician should not be considered suitable to work with the School's students. In addition, a member of the Music Administration Department will do an internet search for anything which might raise doubts as to the visitor's suitability. If legitimate doubts are raised, and considered to be reasonable and well founded, then the engagement will not proceed.
- (b) If visiting musicians are currently employed, or otherwise teaching, at another educational institution in the UK, they will be required to bring with them their latest DBS clearance or, if they are signed up to the DBS Update Service, provide the relevant details so that their clearance can be checked by the Head.
- (c) Any visiting musician who is not known to the senior staff must produce proof of identity on arrival at the School reception.
- (d) All visitors will sign in at reception and be provided with a badge which they must wear for the entirety of their visit.
- (e) Visiting musicians will be accompanied by a member of staff at all times during their visit. At no time will they be allowed to teach a student, or group of students, without being supervised by a member of School staff.
- (f) If a visiting musician is required to visit for more than four days in a 30-day period, his or her services will be regarded as regulated activity and he/she will be subject to full recruitment checks as detailed in Section 3 of this Appendix, and in [Appendix 1](#).

## 2. Visiting speakers

- (a) Visiting speakers will be subject to all the same checks and procedures as visiting musicians.
- (b) In addition, the Head will follow the School's Prevent Duty Policy and make additional checks, both online and by consulting staff, to ascertain whether the proposed speaker is likely to hold extremist views of any kind. If doubts are raised, then the engagement will not proceed.

## 3. Associate Artists

- (a) Associate Artists are self-employed musicians who have been contracted by the School.
- (b) Associate Artists are famous musicians and are appointed on the basis of the School's ability to engage with them on an *ad hoc* basis, rather than to fulfil a regular operational or teaching need. The role is therefore not an advertised post; instead, artists are usually approached following engagement as a visiting speaker/musician and upon recommendation or reputation.
- (c) They are not included on the teaching roster as full-time teachers, but the School follows the same checks and safer recruitment process as per a new member of the teaching staff.

## **Appendix 5 – Others who require vetting checks**

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### **Host families**

The School does make occasional use of ‘Host Families’ during orchestral tours. These are usually families which the school has used for many years. Vetting checks are required to be carried out on these families and must be completed before a pupil is allowed to stay with the Host Family. For further details of the requirements, please consult the HR Administrator at least two months prior to the planned stay. Further information is also contained in Offsite Activities Policy.

### **Visiting professionals**

Individuals such as nurses giving immunisations, ISI inspectors, film crews, and other individuals who may require supervised access to pupils in the course of their professional duties, should have been checked by their employing organisation. Wherever possible a copy of their Enhanced DBS certificate should be taken although this is not a compliance requirement. In all cases however, their identity should be checked on arrival with copies taken, signed and dated, and then provided to the HR Administrator.

### **Sports Coaches**

Individuals who are providing sporting tuition via a recognised organisation (e.g. Chelsea Football Club Foundation) should have been checked by their employing organisation. Confirmation in writing must be provided by this organisation before the engagement can commence. This confirmation must specifically detail the individuals involved and a general statement such as “We check all our employees.....” is not sufficient. Identity must be verified and copies taken, signed and dated. These copies along with the confirmation from the employer must be provided to the HR Administrator who will enter this into the Single Central Register.

### **Volunteers not in ‘regulated activity’**

A volunteer whose presence is frequent and regular is in regulated activity and guidelines contained in [Appendix 1](#) must be followed.

Where a volunteer is not in ‘regulated activity’ the arrangements will vary by individual and activity. Where an individual is ‘supervised’ (see definition below) by a member of staff, they do not fall within the definition of ‘regulated activity’ therefore no barred list checks are required. Identity checks must be carried out, copies taken, signed and dated and then provided to the Compliance Officer in order that these can be entered into the Single Central Register.

The DfE has provided guidance on when volunteers can be said to be ‘supervised’. This can be found in KCSiE :

- There must be supervision by a person who is in regulated activity (e.g. a teacher)
- The supervision must be regular and day to day; and
- The supervision must be 'reasonable in all the circumstances to ensure the protection of children' (taking into account the age of the children, the number of children; whether or not others are helping to look after the children; the nature of the work; how vulnerable the children are; and the levels of supervision).

All staff should therefore consult with the HR Administrator in order to complete a risk assessment prior to the engagement of any volunteer to ensure that the appropriate checks are carried out.

### **Volunteer stewards at the Menuhin Hall**

The School regularly makes use of a number of volunteers to act as stewards to the general public when concerts are held in the Menuhin Hall. These volunteers do not have unsupervised access to pupils (for example, they are not allowed to go backstage to the Green Rooms) but may chat to pupils as part of their stewarding/front of house duties in public areas. Therefore, these volunteers are not in 'regulated activity' and as such do not require DBS checks. Identity checks must be carried out and copies signed, dated and then passed to the HR Manager so that details can be entered into the Single Central Register.

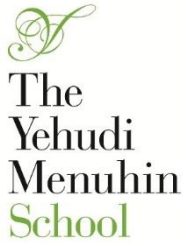
## **Appendix 6 – Those who do not require vetting checks**

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It is not necessary to undertake vetting checks on:

- Visitors to the Head/Other Staff or those who have only brief contact with children in the presence of a teacher (other than visiting speakers – see [Appendix 4](#))
- Visitors carrying out repairs or servicing equipment (unless there is an opportunity for them to be alone with pupils in which case checks as laid out in [Appendix 3](#) should be followed)
- Post and delivery people
- Refuse collectors
- Pupils of other schools aged under 16 on work experience or similar (e.g. Bring your child to work day)
- Supervised pupils of other schools/colleges/universities
- Adults on the school site when pupils are not present (e.g. building contractors carrying out work during summer holidays)
- Individuals returning from maternity leave, sabbaticals or similar, where continuity of employment is maintained, do not need to be checked as new employees. (Where there is any concern regarding any activity whilst away from school however a detailed risk assessment must be completed).

## Appendix 7 – Disqualification from Childcare Form



### DISQUALIFICATION FROM CHILDCARE FORM

**please complete this form and return to:**

THE HEAD  
THE YEHUDI MENUHIN SCHOOL,  
COBHAM ROAD, STOKE D'ABERNON, COBHAM, SURREY  
KT11 3QQ

MARKED "CONFIDENTIAL"

#### PERSONAL DETAILS

**FULL NAME:**

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. **If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the Head.**

Please circle YES or NO against each bullet point:

Have you been cautioned or convicted for aiding, abetting, counselling, procuring or inciting the suicide of a child or young person?	YES/NO
Have you been cautioned or convicted for False Imprisonment towards an adult or a child?	YES/NO
Have you been cautioned or convicted for infanticide?	YES/ NO
Have you been cautioned or convicted for lewd, indecent or libidinous behaviour or practices towards a child under the age of 17 years?	YES/ NO
Have you been cautioned or convicted of manslaughter of an adult or a child?	YES/ NO
Have you been cautioned or convicted of the murder of an adult or a child?	YES/ NO
Have you been cautioned or convicted of the kidnapping of an adult or a child?	YES/ NO
Have you been cautioned or convicted under the Asylum and Immigration (Treatment of Claimants etc.) Act 2004 or trafficking people for exploitation?	YES/ NO
Under the Care Standards Act 2000, have you been cautioned or convicted for:- Failure to register?	YES/NO

<p>Failure to comply with conditions?                  Contravention of regulations?                  False descriptions of establishments and agencies?                  False statements in applications?</p>	
<p>Under the Child Abduction Act 1984, have you been cautioned or convicted for:-                  Abduction of a child by parent, etc.?                  Abduction of a child by other persons?                  Of taking or sending a child out of the United Kingdom?</p>	YES/NO
<p>Under the Children Act 1958, have you been cautioned or convicted for any offence under Section 14, offences relating to private fostering?</p>	YES/NO
<p>Under the Children Act 1989, have you been cautioned or convicted of any offences under :-                  Section 5 or 6 – relating to voluntary homes and children’s homes?                  Section 49 – the abduction of a child in care?                  Section 50 – the abduction of a child in care (obstruction of recovery)?                  Section 63 – where any child is at any time cared for and accommodated in a children’s home which is not a registered children’s home?                  Section 70 – relating to private fostering?</p>	YES/NO
<p>Have you been cautioned or convicted of cruelty to persons under sixteen under Section 1 of the Children and Young Persons Act 1933?</p>	YES/NO
<p>Have you been cautioned or convicted of detention of absentees under Section 32 (3) OF THE Children and Young Person’s Act 1969?</p>	YES/NO
<p>Have you been cautioned or convicted for the Improper use of public electronic communications network under Section 127 of the Communications Act 2003?</p>	YES/NO
<p>Under the Coroners and Justice Act 2009, have you been cautioned or convicted of any offences under:-                  Section 62 – possession of prohibited images of children?                  Section 71 – slavery, servitude and forced or compulsory labour?</p>	YES/NO
<p>Have you been cautioned or convicted under the Criminal Justice and Courts Act 2015 of any offences under:-                  Section 20 – care worker ill-treat/wilfully neglect an individual?                  Section 21 (1) – care providers breach of duty of care resulting in ill-treatment/neglect of an individual?                  Section 33 – disclosure of private sexual photographs with intent to cause distress?</p>	YES/NO
<p>Have you been cautioned or convicted under the Criminal Justice Act 1988, Section 160, of the summary offence of possession of indecent photograph of a child?</p>	YES/NO
<p>Have you been cautioned or convicted under the Criminal Law Act 1977, Section 54, of inciting a girl under sixteen to have incestuous sexual intercourse?</p>	YES/NO
<p>Under the Customs and Excise Management Act 1979, Section 170, penalty for fraudulent evasion of duty, etc, have you been cautioned or convicted in relation to</p>	YES/NO



goods prohibited to be imported under Section 42 of the Customs Consolidation Act 1876 (prohibitions and restrictions) where the prohibited goods included indecent photographs of a child? (S.I. 2009/1547 Reg4(7) and Sch.3 para 7(1))	
Have you been cautioned or convicted under the Domestic Violence, Crime and Victims Act 2004, of causing or allowing the death of a child or vulnerable adult?	YES/NO
Have you been cautioned or convicted under the Female Genital Mutilation Act 2003:- Section 1 – female genital mutilation? Section 2 – assisting a girl to mutilate her own genitalia? Section 3 – assisting a non-UK person to mutilate overseas a girl's genitalia?	YES/NO
Have you been cautioned or convicted under the Foster Children Act 1980, under Section 16, of any offences relating to private fostering?	YES/NO
Have you been cautioned or convicted under the Indecency with Children Act 1960, under Section 1, of any offence relating to indecent conduct towards a young child?	YES/NO
Have you been cautioned or convicted under the Infanticide Act 1938, of the manslaughter of a child under 1 year of age?	YES/NO
Under the Malicious Communications Act 1988, have you been cautioned or convicted under Section 1, of sending letters etc. with intent to cause distress or anxiety?	YES/NO
Under the Mental Health Act 1959, have you been cautioned or convicted under Section 127 or intercourse with a defective or Section 128 of sexual intercourse with a patient, committed against or involving a child?	YES/NO
Have you been cautioned or convicted under the Misuse of Drugs Act 1971, Section 4 (3) relating to the supply of drugs, of any offence relating to the supplying or offering to supply a Class A drug to a child or being concerned in the supplying of such a drug to a child, or being concerned in making to a child of an offer to supply such a drug? (CJCSA 2000 – Sch. 4 para 3(s))	YES/NO
Under the Modern Slavery Act 2015, have you been cautioned or convicted of: Section 1 (1) (a) - Hold a person in slavery or servitude? Section 1 (1) (b) - Require person to perform forced or compulsory labour? Section 2 (1) - Arrange or facilitate travel of another person with a view to exploitation? Section 4 & 5 (2) – Commit offence other than kidnapping or false imprisonment with intention of arranging travel with a view to exploitation? Section 4 & 5 (3) – Commit offence of kidnapping or false imprisonment with intention of arranging travel with a view to exploitation? Section 30 (1) & (3) – Do act prohibited by slavery and trafficking risk or prevention order?	YES/NO
Have you been cautioned or convicted under the Offences Against the Person Act 1861 of:- Section 16 – Threats to kill a child? Section 18 – Shooting or attempting to shoot, or wounding with intent to do grievous bodily harm (GBH) towards an adult or a child? Section 20 – inflicting bodily injury, with or without a weapon? Section 27 – Exposing child, whereby life is endangered, or health permanently injured?	YES/NO

<p>Section 42 – committing any common assault or battery against a child or young person?                  Section 43 – aggravated assaults on females and boys under fourteen years of age?                  Section 47 – assault occasioning actual bodily harm (ABH) towards an adult or a child?                  Section 52 – indecent assault upon a female?                  Section 55 – any assault against a child or young person?</p>	
<p>Have you been cautioned or convicted under the Protection from Harassment Act 1997 of:-                  Section 4 – putting people in fear of violence?                  Section 4A – stalking involving fear of violence or serious alarm or distress?</p>	YES/NO
<p>Have you been cautioned or convicted under the Protection of Children Act 1978, Section 1 offences related to indecent photographs of children?</p>	YES/NO
<p>Under the Psychoactive Substances Act 2016, Section 5, have you been cautioned or convicted of any offence relating to supplying or offering to supply a psychoactive substance to a child, or being concerned in the making to a child an offer to supply such a drug?</p>	YES/NO
<p>Under the Serious Crime Act 2015, have you been cautioned or convicted of any offence under:-                  Section 69 – possession of a paedophile manual?                  Section 76 – engaging in controlling/coercive behaviour in an intimate / family relationship?</p>	YES/NO
<p>Have you been cautioned or convicted under the Sexual Offences (Amendment) Act 2000, of any offence under Section 3, abuse of position of trust?</p>	YES/NO
<p>Under the Sexual Offences Act 1956, have you been cautioned or convicted of any offence under:-                  Section 1 – Rape of woman or man?                  Section 2 – Procurement of woman by threats or intimidation?                  Section 3 – Procurement of woman by false pretences or false representations?                  Section 4 – Administering drugs to obtain or facilitate intercourse?                  Section 5 – Intercourse with girl under thirteen?                  Section 6 – Intercourse with girl between thirteen and sixteen?                  Section 7 – Intercourse with defective committed against or involving a child?                  Section 9 – Procurement of defective committed against or involving a child?                  Section 10 – Incest by a man committed against or involving a child?                  Section 11 – Incest by a woman committed against or involving a child?                  Section 12 – Buggery committed against or involving a child and except if the other party to the act was aged 16 or over and consented to the act?                  Section 13 – Gross indecency between men committed against or involving a child and except if the other party to the act of gross indecency was aged 16 or over and consented to the act?                  Section 14 – indecent assault on a woman?                  Section 15 – Indecent assault on a man?                  Section 16 – Assault with intent to commit Buggery?                  Section 17 – Abduction of women by force or for the sake of her property?                  Section 19 – Abduction of unmarried girl under eighteen from parent or guardian?</p>	YES/NO

<p>Section 20 – Abduction of unmarried girl under sixteen from parent of guardian?                  Section 21 – abduction of defective from parent or guardian committed against or involving a child?                  Section 22 – Causing prostitution of women committed against or involving a child?                  Section 23 – Procuration of a girl committed against or involving a child under twenty-one?                  Section 24 – Detention of woman in brothel or other premises?                  Section 25 – Permitting a girl under thirteen to use premises for intercourse?                  Section 26 – Permitting a girl between thirteen and sixteen to use premises for intercourse?                  Section 27 – Permitting defective to use premises for intercourse committed against or involving a child?                  Section 28 – Causing or encouraging prostitution of, intercourse with, or indecent assault on, girl under sixteen?                  Section 29 – Causing or encouraging prostitution of defective committed against or involving a child?                  Section 30 – Man living on earning of prostitution committed against or involving a child?                  Section 31 – Woman exercising control of prostitution committed against or involving a child?</p>	
<p>Under the Sexual Offences Act 1967, have you been convicted or cautioned under:-                  Section 4 – Procuring others to commit homosexual acts committed against or involving a child?                  Section 5 – Living on earnings of male prostitution committed against or involving a child?</p>	YES/NO
<p>Under the Sexual Offences Act 2003, have you been convicted or cautioned for any offence under:                  Section 1 – Rape towards an adult or a child?                  Section 2 – Assault by penetration towards an adult or a child?                  Section 3 – Sexual Assault towards an adult or a child?                  Section 4 – Causing a person to engage in sexual activity without consent towards an adult or a child?                  Section 5 – Rape of a child under 13?                  Section 6 – Assault of a child under 13 by penetration?                  Section 7 – Sexual Assault of a child under 13?                  Section 8 – Causing or inciting a child under 13 to engage in sexual activity?                  Section 9 – Sexual activity with a child?                  Section 10 – Causing or inciting a child to engage in sexual activity?                  Section 11 – Engaging in sexual activity in the presence of a child?                  Section 12 – Causing a child to watch a sexual act?                  Section 14 – Arranging or facilitation commission of a child sex offence?                  Section 15 – Meeting a child following sexual grooming etc.?                  Section 15A – Engage in sexual communication with a child (As amended by Serious Crime Act 2015 Section 67)?                  Section 16 – abuse of position of trust: sexual activity with a child?                  Section 17 – abuse of position of trust: causing or inciting a child to engage in sexual activity?                  Section 18 – Abuse of position of trust: sexual activity in presence of a child?                  Section 19 – Abuse of position of trust: causing a child to watch a sexual act?                  Section 25 – Sexual activity with a child family member?</p>	YES/NO

<p>Section 26 – Inciting a child family member to engage in sexual activity?                  Section 30 – Sexual activity with a person with a mental disorder impeding choice?                  Section 31 – Causing or inciting a person, with a mental disorder impeding choice, to watch a sexual act?                  Section 32 – Engaging in sexual activity in the presence of a person with a mental disorder impeding choice?                  Section 33 – Causing a person with a mental disorder impeding choice to watch a sexual act?                  Section 34 – Inducement, threat or deception to procure sexual activity with a person with a mental disorder?                  Section 35 – Causing a person with a mental disorder to engage in or agree to engage in sexual activity by inducement, threat or deception?                  Section 36 – Engaging in sexual activity in the presence, procured by inducement, threat or deception, of a person with a mental disorder?                  Section 37 – Causing a person with a mental disorder to watch a sexual act by inducement, threat or deception?                  Section 38 – Care workers: sexual activity with a person with a mental disorder?                  Section 39 – Care workers: causing or inciting sexual activity?                  Section 40 – Care workers: sexual activity in the presence of a person with a mental disorder?                  Section 41 – Care workers: causing a person with a mental disorder to watch a sexual act?                  Section 47 – Paying for sexual services of a child?                  Section 48 – Causing or inciting child prostitution or pornography?                  Section 49 – Controlling a child prostitute or a child involved in pornography?                  Section 50 – Arranging or facilitating child prostitution or pornography?                  Section 52 – Causing or inciting prostitution for gain?                  Section 53 – Controlling prostitution for gain?                  Section 57 – Trafficking into the UK for sexual exploitation?                  Section 58 – Trafficking within the UK for sexual exploitation?                  Section 59 – Trafficking out of the UK for sexual exploitation?                  Section 59A – Trafficking people for sexual exploitation?                  Section 61 – Administering a substance with intent?                  Section 62 – Committing an offence with intent to commit a relevant sexual offence?                  Section 63 – Trespass with intent to commit a relevant sexual offence?                  Section 64 – Sex with an adult relative: penetration?                  Section 65 – Sex with an adult relative: consenting to penetration?                  Section 66 – Exposure?                  Section 67 – Voyeurism?                  Section 69 – Intercourse with an animal?                  Section 70 – Sexual penetration of a corpse?                  Section 72 – Offences outside the United Kingdom?</p>	
<p>Have you been cautioned or convicted of any offences under the Terrorism Act 2000:-                  Section 11 – Belonging or professing to belong to a Proscribed Organisation (P.O.)?                  Section 12 – Inviting support for a Proscribed Organisation?                  Section 13 – Wearing, carrying or displaying any article in a public space belonging to a Proscribed Organisation?                  Section 15 – Inviting others to provide money or other property and intending its use for the purposes of terrorism; this extends to use by Proscribed Organisations?                  Section 54 – Weapons Training?</p>	<p>YES/NO</p>

<p>Section 56 – Directing terrorist organisation?                  Section 58A – Eliciting, publishing or communication information to assist, commission or preparation of terrorism?                  Section 59 – Inciting terrorism overseas?                  Section 63 – Committing an act of terrorism?</p>	
<p>Under the Terrorism Act 2006, have you been cautioned or convicted of any offences under:-                  Section 1 – Publish/cause another to publish a statement intending to/recklessly encouraging terrorism?                  Section 2(2)(a) &amp; 11 – Distribute/circulate a terrorist publication?                  Section 2(2)(b)(c) &amp; 11 – Give/sell/lend/offer for sale/offer for loan a terrorist publication?                  Section 2(2)(d) &amp; 11 – Provide service re reading/listening to a terrorist publication?                  Section 2(2)(e) &amp; 11 – Transmit contents of a terrorist publication?                  Section 2(2)(f) &amp; 11 – Possess terrorist publication with view to distribution/sale/loan/read/listen to/seen etc.?                  Section 5 – Preparation of terrorist acts. With intent that self/to assist another to commit act of terrorism engage in preparation?                  Section 6 – Provide instruction/training for terrorism?                  Section 8 – Attendance at place used for terrorism training?                  Section 9 – Making and possession of devices or materials?                  Section 11 – Terrorist threats relating to devices, materials or facilities?</p>	YES/NO
<p>Have you been cautioned or convicted of any offence under Section 9 (1)(a) of the Theft Act 1968 in relation to Burglary committed against or involving a child?</p>	YES/NO
<p>Are you subject to any of the following orders relating to the Care of Children (England) :-                  An order under section 31(1)(a) of the 1989 Act (care order)?                  Any order that would have been deemed to be a care order by virtue of paragraph 15 of Schedule 14 to the 1989 Act (transitional provisions for children in compulsory care) had it been in force immediately before the day on which Part 4 of the 1989 Act came into force?                  A supervision order which imposes a residence requirement under paragraph 5 of Schedule 6 to the Powers of Criminal Courts (Sentencing) Act 2000 or section 12AA of the Children and Young Persons Act 1969 (requirement to live in local authority accommodation) or paragraph 17 of Schedule 1 to the Criminal Justice and Immigration Act 2008?                  In relation to registration of a children’s home:-                  A refusal of P’s application for registration under section 13 of the Care Standards Act 2000;                  Cancellation of P’s registration under section 14 or 20(1) of the Care Standards Act 2000;                  or                  Cancellation of the registration of any person under section 14 or 20(1) of the Care Standards Act 2000 in relation to a children’s home which P has been concerned in the management of, or has any financial interest in?                  Refusal at any time of P’s application for registration in relation to a voluntary home or a children’s home, or cancellation of the registration of a voluntary home or children’s home which was carried on by P or which P was otherwise concerned with the management of, or had any financial interest in, under, as the case may be –                  Paragraph 1 of Schedule 5 to the 1989 Act;</p>	

<p>Paragraph 1 or 4 of Schedule 6 to the 1989 Act? A prohibition imposed at any time under Section 69 of the 1989 Act, section 10 of the Foster Children Act 1980 or section 4 of the Children Act 1958 (power to prohibit private fostering)? Refusal at any time of registration in respect of the provision of nurseries, day care, child minding or other provision of childcare, disqualification from such registration or cancellation of any such registration under- Section 1 or section 5 of the Nurseries and Child-Minders Regulation Act 1948; Part 10 or Part 10A of the 1989 Act; Chapter 2, 3 or 4 of Part 3 of the Act.?</p>	
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If you have answered **YES** to any of the questions, please provide further information below:

<p><b>DECLARATION</b></p> <p>I understand my responsibility to safeguard children and I am aware that I must notify the Head of anything that may affect my suitability.</p> <p>I will ensure I notify the Head of any convictions, cautions, court orders, reprimands or warnings I may receive.</p> <p>I am aware that if I am taking medication on a regular basis I must notify my employer and I must keep the medication in a safe place, out of reach of children.</p> <p>I will ensure I notify my manager or HR if I experience any health concerns which could impact upon my ability to work with children.</p> <p>I give permission for you to contact any previous settings, local authority staff, the Police, the DBS or any medical professionals to share information about my suitability to care for children.</p>
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Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Follow-on action taken, where relevant

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_