



Brentford School for Girls

Safer Recruitment Policy

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Table of Contents

- 1 Introduction
- 2 Statutory Requirements
- 3 Identification of Recruiters
- 4 Inviting Applicants
- 5 Short Listing and References
- 6 The Selection Process & Areas of Particular Concern
- 7 Conditional Offer of Employment and Preemployment Checks
- 8 Regulated Activity
- 9 DBS Checks
- 10 DBS Update Service
- 11 Prohibitions, directions, sanctions and restrictions
- 12 Single Central Record
- 13 Individuals who have lived and worked outside the UK
- 14 Trainee/Student Teachers
- 15 Existing staff
- 16 Volunteers
- 17 School Governor Recruitment
- 18 Induction

Appendices

- 1 Safer Recruitment Process
- 2 Shortlisting Form
- 3 Interview Template
- 4 Reference Request Letter
- 5 Reference Template – Teaching Staff
- 6 Reference Template – Support Staff
- 7 Safer Recruitment Personnel File Check List
- 8 Recruitment privacy notice

SAFER RECRUITMENT POLICY

1. Introduction

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

- Fulfil the schools commitment to equality of opportunity for all members of the workforce
- To ensure the same treatment should be given to all applicants for employment
- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

The contents of this policy have been adapted from a model policy that reflects the guidance from the DfE on 'Keeping Children Safe in Education (2016)'. It also reflects the training in Safer Recruitment.

2. Statutory Requirements

The school staffing (England) Regulations 2009 require statutory requirements for the appointment of some staff in schools, notably Headteachers, Deputy Headteachers and Assistant Headteachers. These requirements change from time-to-time and must be met. Governing Bodies must ensure that at least one person on any appointment panel has undertaken safer recruitment training.

3. Identification of Recruiters

To ensure highly effective methods of good practice, the school will move towards encouraging members of the Governing Body and Leadership team to have successfully received accredited training in Safe Recruitment procedures. At least one person on each interview panel must have received training in Safe Recruitment Procedures.

4. Inviting Applications

a. Advertisements for posts – whether in newspapers, journals or online – will include the statement:

“Brentford School for Girls is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful candidates will be appointed subject to satisfactory references and DBS checks.”

b. Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification
- an application form
- information about the school (Prospectus)

c. All prospective applicants must complete, in full, an application form. CVs will not be accepted as an alternative to the application form or used as supplementary evidence.

d. The application form will be checked for written information about previous employment history and check that information is not contradictory or incomplete.

5. Short Listing and References

5.1 Written information about previous employment history and check will be made to ensure that information is not contradictory or incomplete. References should always be obtained from the candidate's current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed.

5.2 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. They should always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. Brentford School for Girls will not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor should they only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received employers should ensure they originate from a legitimate source.

5.3 On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

5.4 Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks referred to previously). Further help and advice can be found on the Advisory, Conciliation and Arbitration Service (ACAS) website.

5.5 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.6 References must be on letter-headed paper and signed.

5.7 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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

5.9 Referees will always be asked specific questions about:

- The candidate's suitability for the post.
- The candidate's suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children. Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teachers Services' checks referred to previously).

- References should be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.
- On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate: for example if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

6. The Selection Process and areas of particular concern

6.1 Selection techniques will be determined by the nature and duties of the vacant post but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will always be required to:

- explain satisfactorily any gaps in employment;
- explain satisfactorily any anomalies or discrepancies in the information to recruiters;
- declare any information that is likely to appear on their DBS search;
- demonstrate their capacity to safeguard and protect the welfare of children and young people;

6.4 Interview Panel will be required to:

- return all documentation to the HR Officer (NW).
- record the interview using the school's shortlisting template (Appendix 2)

6.5 Areas of Potential Concern

- no understanding or appreciation of children's needs or expectations;
- wanting role to meet own needs at the expense of the children's;
- inappropriate language when talking about children;
- unclear boundaries with children;
- vagueness about experiences and gaps or unable to provide any examples to support what they tell you;
- Maverick – non-rule following, unwilling to work with others.

7 Conditional Offer of Employment and Pre-employment checks

7.1 The Panel Chair, or a member of the panel, will contact the successful/unsuccessful applicants to inform them of the decision.

7.2 The Panel Chair should nominate/co-ordinate debriefing of candidates using documentation as the basis of debrief.

7.3 All offers of employment are conditional pending completion of pre-appointment checks. These are undertaken by HR Officer - (NW).

Pre-appointment checks should:-

- verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website;
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- 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;
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate ;
- verify professional qualifications, as appropriate. The Teacher Services' system should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation; and
- independent schools, including academies and free schools, must check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.

8. Regulated Activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced a Factual note on regulated activity in relation to children: scope.

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;

- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

9. DBS checks

There are three types of DBS checks:

- **Standard:** this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.
- **Enhanced:** this provides the same information as a standard check, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed; and
- **Enhanced with barred check list:** where people are working or seeking to work in regulated activity with children, this allows for an additional check to be made as to whether the person appears on the barred list.

Once the checks are complete, the DBS will send a certificate (the DBS certificate) to the applicant. The applicant must show the original DBS certificate to the school, as their potential employer, before they take up post or as soon as practical afterwards.

9.1 For most appointments, an enhanced DBS certificate with barred check list information, will be required as the majority of staff will be engaging in regulated activity.

9.2 In addition to obtaining the DBS certificate described above, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles an additional check is required to ensure that they are not prohibited under section 128 provisions.

9.3 As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

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

9.4 For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate.

9.5 A **supervised** volunteer who regularly teaches or looks after children is not in regulated activity. The government has published separate statutory guidance on supervision in relation to regulated activity. When schools are considering which checks should be undertaken on volunteers, they should have regard to that guidance. However, schools may choose to carry out an enhanced DBS check, without barred list information, in certain circumstances.

9.6. In addition to obtaining any DBS certificate as described above, any member of staff who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles an additional check is required to ensure they are not prohibited under section 128 provisions.

9.7 Maintained school governors are only required to have an enhanced criminal record certificate from the DBS, which does not include a barred list check (unless in addition to their governance duties they also engage in regulated activity), we recommend that schools contact The Teaching Regulation Agency (TRA) Teacher Services to check if a person they propose to recruit as a governor is barred as a result of being subject to a section 128 direction.

9.8. Once the checks are complete, the DBS will send a certificate (the DBS certificate) to the applicant. The applicant must show the original DBS certificate to their potential employer before they take up post or as soon as practicable afterwards.

9.9. Where a school allows an individual to start work in regulated activity before the DBS certificate is available, they should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

9.10 For staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found in Disqualification under the Childcare Act 2006 statutory guidance.

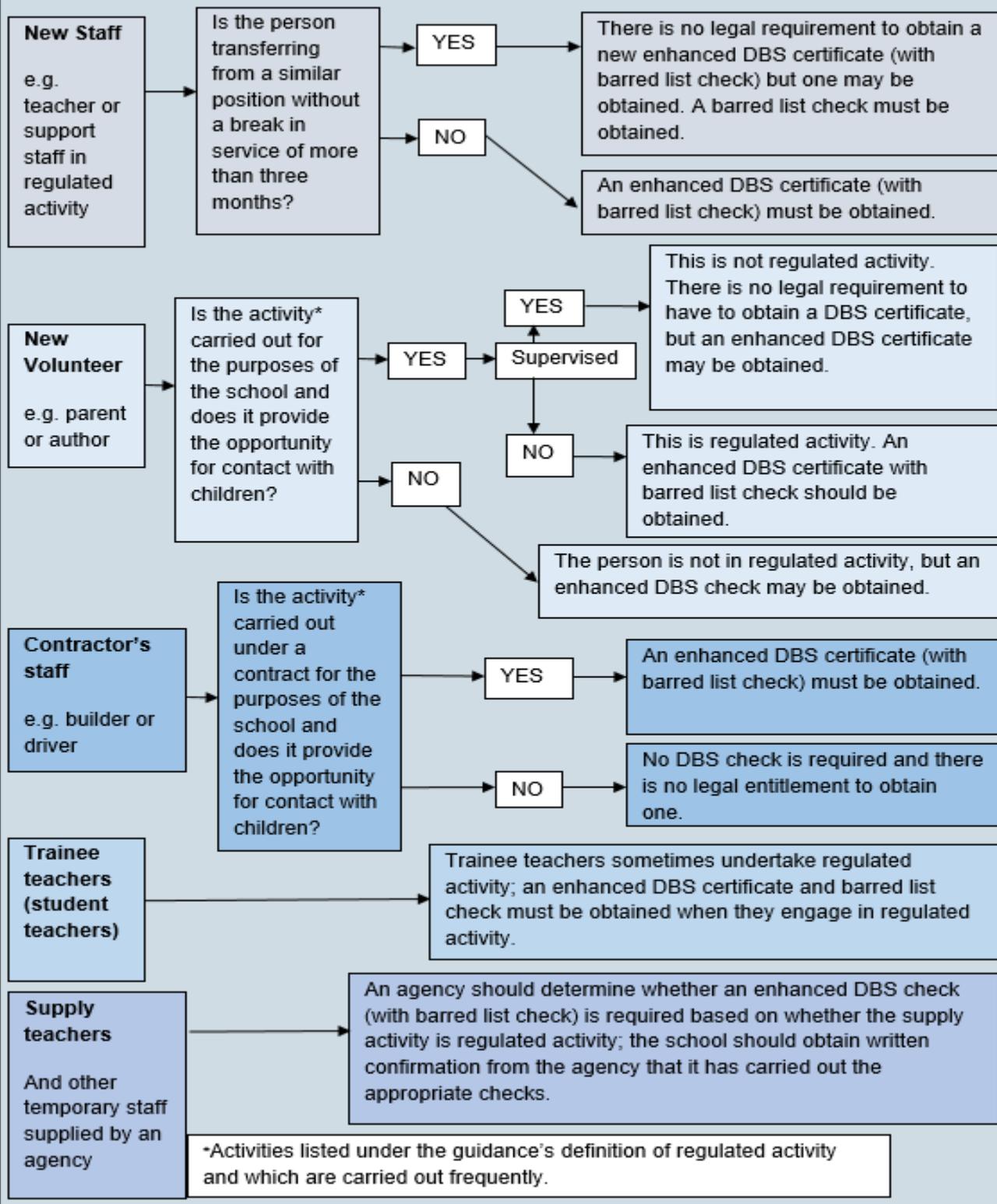
10. DBS Update Service

10.1 Individuals can join the DBS Update Service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. This allows for portability of a certificate across employers.:

- obtain consent from the applicant to do so;
- confirm the certificate matches the individual's identity; and
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

Brentford School for Girls can subsequently carry out a free online check. This would identify whether there has been any change to the information recorded, since the initial certificate was issued and advise whether the individual should apply for a new certificate. Individuals will be able to see a full list of those organisations that have carried out a status check on their account.

FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS



11. Prohibitions, directions, sanctions and restrictions

Secretary of State teacher prohibition orders

Teacher prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited must not be appointed to a role that involves teaching work (see footnote 50).

Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the TRA. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so. Prohibition orders and the process used to impose them are described in more detail in the TRA's publication *Teacher misconduct: the prohibition of teachers*.

Secretary of State Section 128 direction

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as:

- **management position in an independent school, academy or free school as an employee;**
- **a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or**
- **a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.**

The Secretary of State is able to make directions prohibiting individuals from taking part in independent school management under section 128 of the Education and Skills Act 2008. Individuals taking part in 'management' may include individuals who are members of proprietor bodies (including governors if the governing body is the proprietor body for the school), and such staff positions as follows: head teacher, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship. Whether other individuals such as teachers with additional responsibilities could be prohibited from 'taking part in management' depends on the facts of each case.

A section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school.

The grounds on which a section 128 direction may be made by the Secretary of State are found in the relevant regulations.⁵³

Historic General Teaching Council for England (GTCE) sanctions and restrictions

There remain a number of individuals who are still subject to disciplinary sanctions, which were imposed by the GTCE (prior to its abolition in 2012).

European Economic Area (EEA) regulating authority teacher sanctions or restrictions

These sanctions and restrictions are imposed by EEA professional regulating authorities on or after 18 January 2016 and which have been notified to the TRA (see also paragraphs 146-147).

How to check for prohibitions, directions, sanctions and restrictions - Teacher Services checking system

Checks for all prohibitions, sanctions and restrictions described at paragraphs 118-120 can be carried out by logging onto the Secure Access Portal

via the Teacher Services' web page. Secure Access is a free service available to all schools and colleges. Registration is required for first time users and can be requested from Teacher Services. Further information about using this system to carry out a range of 'teacher status checks'⁵⁴ including verification of qualified teacher status (QTS) and the completion of teacher induction or teacher probation can be found at GOV.UK.

A section 128 direction will show on an enhanced DBS check with barred list information, provided that 'children's workforce independent schools' is specified in the parameters for the barred list check.

12 Single Central Record

12.1 Brentford School for Girls must maintain a single central record of pre-appointment checks, referred to in the Regulations as the register. The single central record must cover the following people:

- all staff, including teacher trainees on salaried routes, and supply staff who work at the school. In colleges, this means those providing education to children; and

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

- an identity check. Identification checking guidelines can be found on the GOV.UK website;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check⁶⁴;
- a section 128 check (for management positions as set out in paragraph 120-121 for independent schools (including academies and free schools));
- further checks on people who have lived or worked outside the UK (see paragraphs 146-147); this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

12.3. For supply staff, BSfG will also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

12.4. Whilst there is no statutory duty to include on the single central record details of any other checks, schools are free to record any other information they deem relevant. For example, checks for childcare disqualification, volunteers, and safeguarding and safer recruitment training dates. Schools may also wish to record the name of the person who carried out each check.

12.5. The single central record is kept in paper and electronic form.

12.6. Details of the records that must be kept are set out in the following Regulations:

12.7. Brentford School for Girls does not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. It should not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.

13 Individuals who have lived or worked outside of the UK

13.1. Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, Brentford School for Girls will make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered..

These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the TRA Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, Brentford School for Girls will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

14 Trainee/Student Teachers

14.1. Where applicants for initial teacher training are salaried by the school Brentford School for Girls will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

14.2. Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Brentford School for Girls will obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

15 Existing Staff

15.1 If Brentford School for Girls has concerns about an existing staff member's suitability to work with children, the school should carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at Brentford School for Girls moves from a post that was not regulated activity into work which is considered to be regulated activity, the relevant checks for that regulated activity must be carried out. Apart from these circumstances, the school is not required to request a DBS check or barred list check.

15.2 Brentford School for Girls has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- the harm test is satisfied in respect of that individual;
- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
- the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left

15.3 The legal duty to refer applies equally in circumstances where an individual is deployed to another area of work that is not regulated activity, or they are suspended.

15.4. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation, removal or redeployment of the individual.

15.5 Where a teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

16 **Volunteers**

16.1. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

16.2. Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis at Brentford School for Girls, will be in regulated activity. The school should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, schools and colleges may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

16.3. There are certain circumstances where schools may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK. Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

16.4. Brentford School for Girls will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- the nature of the work with children;
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
- whether the role is eligible for an enhanced DBS check; and

Details of the risk assessment should be recorded.

16.5. It is for schools to determine whether a volunteer is considered to be supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision schools must have regard to the statutory guidance issued by the Secretary of State. This guidance requires that, for a person to be considered supervised, the supervision must be:

- by a person who is in regulated activity;
- regular and day to day; and
- “reasonable in all the circumstances to ensure the protection of children.”

15.6. The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to engage in regulated activity.

17 School Governor Recruitment

Governors in maintained schools are required to have an enhanced criminal records certificate from the DBS.⁷⁴ It is the responsibility of the governing body to apply for the certificate for any of their governors who do not already have one. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

18 Induction

18.1 All staff who are new to the school will receive induction training that will include the school’s safeguarding policies, guidance on safe working practices and health and safety.

18.2 Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s)

Links to other policies:

Allegations against Staff
Anti – bullying policy
Anti- extremism and Anti-radicalization
Attendance policy
Behaviour policy
Drug and Substance Abuse
E-safety policy
Exclusion policy
Health and Safety policy
Looked after Child policy
Reasonable Force policy
Safer working practices policy
School security policy
Sex Relationships Support of Children in School with Medical Needs – PSHCE
Trips and visits policy
Whistleblowing policy

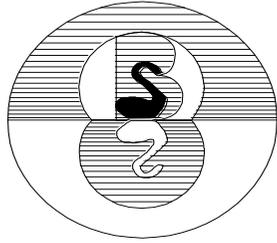
Appendix 1

BRENTFORD SCHOOL FOR GIRLS

Selection Recruitment Process

Pre-Interview	Initials	Date
<u>Planning</u> Timetable decided: person specification and job description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.	Leadership Team/Line Manager	
<u>Vacancy Advertised (where appropriate)</u> Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked.	NW and SLT	
<u>Applications on receipt</u> Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting	SLT	
<u>Shortlist Prepared</u> By at least 2 people. To include LT and panel chair. Shortlisting documents returned to Natalie Webb (NW). Scrutiny for safeguarding.	NW and SLT	
<u>References seeking</u> Sought directly from referee on shortlisted candidates; using school's standard forms and request.	NW requests prior to interview	
<u>References – on receipt</u> Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible)	NW and SLT	
<u>Invitation to Interview</u> Includes all relevant information and instructions.	NW	
<u>Interview Arrangements</u> At least 2 interviewers; panel members have authority to appoint, have met and agreed issues and questions/assessment criteria/standards	SLT/NW	

Interview	Initials	Date
<u>Interview</u> Explore applicants' suitability for work with children as well as for the post	Interview panel	
<u>Note:</u> Identify qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure (Qualifications check with awarding body of applicant)	NW	
<u>Conditional offer of appointment: pre appointment checks</u> Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period. Form completed by panel chair and passed to NW	SLT/NW	
<u>References</u> (if not obtained and scrutinised previously)	NW	
<u>Identity</u> (if could not be verified straight after the interview)	NW	
<u>Qualifications</u> (if not verified on the day of interview)	NW	
<u>Permission to work in the UK</u> if required	NW	
<u>DBS</u> – Where appropriate satisfactory DBS disclosure received	NW	
<u>List 99</u> – person is not prohibited from taking up the post ISA registration	NW	
<u>Health</u> – the candidate is medically fit and questionnaire completed	NW	
<u>QTS</u> (for teaching posts in maintained schools) the teacher has obtained <u>QTS</u>	NW	
<u>Statutory Induction</u> (for teachers who obtained QTS after 7 May 1999)	KST/EDO	
<u>Section 128</u> check	NW	



BRENTFORD

School For Girls

INTERVIEW QUESTIONS - Teacher of _____
CANDIDATE:

QUESTION	NOTES	GRADE 1-4
1. Tell us about yourself? You career to date/ambitions for future?		
2. What makes a good lesson?		
3. Why is assessment of teacher/students important?		
4. We are very proud that we are a girls school. Our vision is about developing ambitious and courageous young women of the future. What could you/your subject contribute to this vision?		
5. A. A child approaches you to tell you that they would like to tell you something in confidence. Can anything ever be confidential? 6. B. A student asks to be friends with you on facebook; what do you do?		
7. How do you monitor progress and ensure that all of your students make good progress. What do you do when they are not?		
8. What are your strengths and areas for development as a classroom teacher? How would you improve on your areas for development?		
9. Brentford is a multicultural School with girls from a wide variety of backgrounds. Give an example of how you can include a multicultural element into your lesson?		

10. Tell us about your subject knowledge and how this equips you to be able to teach young people from KS3-5?		
11. How would you deal with any difficult behaviour, for example if a year 9 pupil was behaving in a particularly disruptive manner, what action would you take?		
12. Any Questions		

Appendix 4

BRENTFORD SCHOOL FOR GIRLS

DATE

Dear -----

Reference for -----

I have received an application from ----- for the above post at this school and your name has been given as a referee.

Could you kindly fill in the attached reference request.

Under safer recruitment guidelines could you provide information on the following points in your return:

- The dates the applicant worked for you.
- Professional relationship to the applicant.
- How long have you known the applicant?
- Reason the applicant left your organisation.
- What is the applicant's current post?
- What is the applicant's current salary?
- Please give details of the applicant's sickness record.
- Please comment on the candidate's suitability for the post.
- Are you completely satisfied that the candidate is suitable to work with children?
- If not please give specific details of your concerns and the reasons why you believe the candidate might be unsuitable.
- Please give details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction is current or expired.

It would be helpful if the reference is accurate and of course relevant factual content can be discussed with the applicant.

Apologies for the short notice but we would be very grateful if the reference could be faxed or emailed to my HR Officer Natalie Webb. Her email address is nwebb@brentford.hounslow.sch.uk Thank you, in advance, for your help and co-operation.

Yours sincerely

Marais Leenders
Headteacher

Strictly Private and Confidential

Appendix 5

Reference Request Form: Teaching Staff

Applicant's name:	
Post applied for:	
Name of referee:	

Please respond to all questions, indicating: "none" or "not applicable" or "not relevant" where appropriate.

Section 1 – Details of employment	
1.	Job Title (Please enclose a job description if possible):
2.	Dates of Service: From: To: Salary: £ Additional allowances:
3.	If the applicant has left your employment, please give the reason(s):
4.	How long have you known the applicant and in what capacity:
5.	Comment on the individual's performance:
6.	Comment on the applicants suitability for the role they are being considered for:
7.	Would you re-employ the applicant to the same job as s/he currently holds or held in your organisation? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
8.	If you were appointing to a similar position in your own school/academy, would you appoint this applicant: Yes, with confidence <input type="checkbox"/> Maybe, but with reservations <input type="checkbox"/> Not at all <input type="checkbox"/>
9.	This post is in "regulated activity" and therefore is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore it is essential that you let us know if, for any reason, you have concerns

	<p>about the employment of this person in a school setting where s/he will come into contact with children. Do you have any concerns?</p>
10.	<p>Is there/Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when s/he left your employment? Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover)</i></p>
11.	<p>Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including any where the disciplinary sanction may have expired. Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover). Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included.</i></p>
12.	<p>Has the applicant been subject to any capability proceedings in the last two years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover)</i></p>
13.	<p>Is the applicant, to the best of your knowledge, suitable to work with children? If not, please give detail of your specific concerns and the reasons why you believe they may not be suitable.</p>

Assessment of applicant from your experience in his/her work.

Teaching	Outstandi ng	Go od	Satisfact ory	Poo r	Not known/ Not relevant
Pace and interest of lessons					
Lesson plans and schemes of work					
Classroom management skills					
Subject knowledge					
Contribution to the department					
Ability to set challenging teaching and learning objectives					
Ability to assess pupils' progress accurately					
Ability to set appropriate targets for pupils					
Value added results					
Ability as a effective teacher					
Ability to put students learning at the heart of everything					
Standards set					
Ability as a caring and effective tutor					
Promoting the safety and well-being of pupils in accordance with the school's Child Protection and Safeguarding Policies					
Contribution to the formulisation of whole-school policy					
Ability to see the 'big picture'					

Ability to share the aims and values of the school					
Personal Qualities					
Managing other staff effectively					
Ability to meet deadlines					
Professional relationships with colleagues					
Ability to maintain a calm manner					
Ability to accept personal responsibility					
Readiness for additional responsibilities					
Ability to be flexible and adaptable					
Ability to be proactive and show initiative					
Extent to which the candidate has furthered his/her professional development through training					
Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Punctuality (general timekeeping/reliability)					

I understand that

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	Official Stamp (or please attach a compliments slip)
Name:	
Position:	
Date:	

Once completed and signed, please return this form to: nwebb@brentford.hounslow.sch.uk

Appendix 6



Strictly Private and Confidential

Reference Request Form: Support Staff

Applicant's name:	
Post applied for:	
Name of referee:	

Please respond to all questions, indicating: "none" or "not applicable" or "not relevant" where appropriate.

Section 1 – Details of employment

14.	Job Title (Please enclose a job description if possible):
15.	Dates of Service: From: To: Salary: £ Additional allowances:
16.	If the applicant has left your employment, please give the reason(s):
17.	How long have you known the applicant and in what capacity:
18.	Comment on the individual's performance:
19.	Comment on the applicants suitability for the role they are being considered for:
20.	Would you re-employ the applicant to the same job as s/he currently holds or held in your organisation? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
21.	If you were appointing to a similar position in your own school/academy, would you appoint this applicant: Yes, with confidence <input type="checkbox"/> Maybe, but with reservations <input type="checkbox"/>

	Not at all <input type="checkbox"/>
22.	This post is in “regulated activity” and therefore is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore it is <u>essential</u> that you let us know if, for any reason, you have concerns about the employment of this person in a school setting where s/he will come into contact with children. Do you have any concerns?
23.	Is there/Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when s/he left your employment? Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover)</i>
24.	Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including any where the disciplinary sanction may have expired. Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover). Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included.</i>
25.	Has the applicant been subject to any capability proceedings in the last two years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover)</i>
26.	Is the applicant, to the best of your knowledge, suitable to work with children? If not, please give detail of your specific concerns and the reasons why you believe they may not be suitable.

Assessment of applicant from your experience in his/her work.

Personal Qualities	Outstanding	Good	Satisfactory	Poor	Not known/ Not relevant
Managing other staff effectively					
Honesty and integrity					
Ability to meet deadlines					
Professional relationships with colleagues					
Ability to maintain a calm manner					
Ability to work under pressure					
Ability to accept personal responsibility					
Readiness for additional responsibilities					
Ability to be flexible and adaptable					
Ability to be proactive and show initiative					
Ability to work as part of a team					
Extent to which the candidate has furthered his/her professional development through training					
Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Punctuality (general timekeeping/reliability)					

I understand that

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	Official Stamp (or please attach a compliments slip)
Name:	
Position:	
Date:	

Once completed and signed, please return this form to: nwebb@brentford.hounslow.sch.uk

Appendix 7

Personnel File Check List

Name:	Start Date:
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Task	Person Responsible	Date Sent	Date Returned	Date sent to LBH	Date Actioned	Actioned By
Application Form	Person Responsible					
Reference 1	Person Responsible					
Reference 2	Person Responsible					
Offer Letter	Person Responsible					
D B S	Passport	Person Responsible				
	Driving Licence	Person Responsible				
	Birth Certificate	Person Responsible				
	Marriage Certificate	Person Responsible				
	Utility Bill – 1	Person Responsible				
	-2					
	Bank Statement	Person Responsible				
Other	Person Responsible					

Teacher Prohibition Checked	Person Responsible					
DBS Certificate	Person Responsible					
Bank Form	Person Responsible					
Medical Form	Person Responsible					
Next of Kin Sheet	Person Responsible					
Staff ICT Agreement Form	Person Responsible					
National Insurance Card	Person Responsible					
P45	Person Responsible					
Inland Revenue Form	Person Responsible					
Right to Work in the UK	Person Responsible					
PGCE evidence	Person Responsible					
Degree evidence	Person Responsible					
QTS	Person Responsible					

GTC	Person Responsible					
Security Badge/Photo	Person Responsible					
IT Logon	Person Responsible					
Job Description	Person Responsible					
Person Specification	Person Responsible					
SIMs Record Completed	Person Responsible					
Added to SCR	Person Responsible					
Contract Received	Person Responsible					

Appendix 8

BRENTFORD SCHOOL FOR GIRLS

Recruitment Privacy Notice

Policy Statement

As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the School to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Data Protection Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

Brentford School for Girls

We will not share information gathered during your application process with third parties, other than professional advisors such as legal or HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Mrs Mary Partington – School Business Manager

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Mrs Mary Partington – School Business Manager at the school or our DPO Mr Craig Stillwell, Judicium Consulting Ltd. 72 Cannon Street, London, EC4N 6AE email dataservices@judicium.com, telephone number 0203 3269174 The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer – Mr Craig Stillwell, Judicium Consulting Ltd. 72 Cannon Street, London, EC4N 6AE email dataservices@judicium.com, telephone number 0203 3269174 in the first instance. However an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer – Mr Craig Stillwell, Judicium Consulting Ltd. 72 Cannon Street, London, EC4N 6AE email dataservices@judicium.com, telephone number 0203 3269174 in the first instance.

