



# CHRIST THE KING CATHOLIC COLLEGIATE

A Multi Academy Company



Together as one community with Christ at the centre

## SAFER RECRUITMENT POLICY

Date: January 2019

Adopted: 18 March 2019

Review: August 2020

This policy has been adopted by Christ the King Catholic Collegiate (CtKCC) Multi Academy Company (MAC) for the purposes of providing guidance to employees who have responsibility for the recruitment of staff.

### Definitions

In this Safer Recruiting Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Academy' means the academy named at the beginning of this Policy and Procedure and includes all sites upon which the academy undertaking is, from time to time, being carried out.
- ii. 'Multi-Academy Company' means the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.
- iii. 'Board' means the board of Directors of the Multi-Academy Company.
- iv. 'Chair' means the Chair of the Board of Directors appointed from time to time.
- v. 'Clerk' means the Clerk to the Board of Directors appointed from time to time.
- vi. 'Companion' means a willing work colleague not involved in the substance of the issue under review by this Policy, or an accredited trade union representative or an official employed by a trade union who will be expected to make themselves available for the periods of time necessary to meet the timescales under this Policy.
- vii. 'Diocesan Schools Commission' means the education service provided by the diocese which may also be known, or referred to, as the 'Diocesan Education Service'.
- viii. 'Directors' means the Directors appointed to the Board of Directors of CtKCC MAC, from time to time.

- ix. 'Board of Directors' means the Directors of CtkCC MAC and, in the case of an academy, means the Local Academy Committee.
- x. 'Local Academy Committee' means the group of governors appointed and elected to carry out specified functions in relation to the Academy as delegated by the Multi-Academy Company.
- xi. 'Vice-Chair' means the Vice-Chair of the Board or the Vice-Chair of the Local Academy Committee elected from time to time, as appropriate.

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## 1. Introduction

- 1.1 Christ the King Catholic Collegiate (CtKCC) Multi-Academy Company (MAC) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 1.2 The safer recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. This can only be achieved through sound procedures, good interagency cooperation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.
- 1.3 CtKCC MAC recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. CtKCC is committed to ensuring that the recruitment and selection of all who work within the MAC is conducted in a manner that is systematic, effective and promotes equality of opportunity.
- 1.4 CtKCC will uphold its obligations under law, national collective agreements and our own Equalities Policy to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
- 1.5 All posts within the MAC are exempt from ***the Rehabilitation of Offenders Act 1974*** and therefore all applicants will be required to declare (unfiltered) spent and unspent convictions, cautions and bind-overs, and have Enhanced ***Disclosure and Barring Service (DBS)*** clearance with Children's Barred List check where appropriate.
- 1.6 CtKCC is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.
- 1.7 CtKCC MAC will:
  - ensure that appropriate staff who undertake recruitment have received safer recruitment training;
  - ensure that every appointment panel includes at least one member who has received safer recruitment training;
  - implement robust recruitment procedures and checks for appointing staff and volunteers<sup>1</sup>, to ensure that reasonable steps are taken not to appoint a person who is unsuitable, disqualified, or does not have the suitable skills and experience for working with children;
  - keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements;
  - ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure;
  - require staff who are convicted or cautioned for any offence during their employment with the Multi-Academy to notify the Headteacher in writing of the

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<sup>1</sup> For the purpose of this policy the term 'volunteer' refers to any volunteer engaged in *regulated activity* (see paragraph 3.8.2 for details)

offence and the penalty.

1.8 The following pre-employment checks will be undertaken for potential employees dependent on the requirement of the role:

- receipt of at least two satisfactory references, one of which will be from the former or most recent employer<sup>2</sup>;
- verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006;
- satisfactory DBS clearance (Enhanced DBS check with Children's Barred List);
- verification of the candidate's medical fitness;
- verification of qualifications (where applicable);
- verification of teacher qualified status, successful completion of induction year (if a requirement of the post) and confirmation that the teacher is not subject to a prohibition order (all available via the DfE Employer Access online check service) as required by law for teachers.

## 2. Roles and Responsibilities

2.1 It is the responsibility of the **Board of Directors** to:

- ensure the MAC has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements;
- monitor the MAC's compliance with the policies and procedures;

2.2 It is the responsibility of the **Headteacher** and other managers involved in recruitment to:

- ensure that the Academy operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school prior to the commencement of work;
- to monitor contractors' and agencies' compliance with this document;
- promote welfare of children and young people at every stage of the procedure.

2.3 It is the responsibility **of all potential and existing workers, including volunteers** to comply with this document.

2.4 It is the responsibility of all **contractors and agencies** to comply with safer recruitment pre-employment checks.

2.5 The Board of Directors have delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group. Local Academy Representatives may be involved in staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

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<sup>2</sup> If the candidate has worked with children in Regulated Activity, one reference should be from that employer.

### **3. Safer Recruitment Procedure**

#### **3.1 Review of the Vacancy**

- 3.1.1 When a vacancy arises, the academy will take the opportunity to revisit the job requirements. This will involve a review of the job description and person specification where it is a like for like replacement role. This review will be undertaken by the Headteacher or their delegated person.
- 3.1.2 Authorisation for new posts within the organisation is dependent upon funding and budgetary requirements. Where such recruitment has not been accounted for, authorisation must be sought from the Board of Directors.

#### **3.2 Job Description**

- 3.2.1 All roles have a job description and person specification, which contain the following;
- a definition of the role, together with key duties and responsibilities;
  - a description of the range of skills, attributes and qualifications required;
  - a statement of our commitment to safeguarding and promoting the welfare of children;
  - expectation that all staff will work in accordance with the Catholic ethos;
  - salary details commensurate with the grade, post and Full Time Equivalent (FTE).

All job descriptions and person specifications will always be strictly relevant to the job.

#### **3.3 Advertising**

- 3.3.1 To ensure equality of opportunity, the Multi-Academy will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement.
- 3.3.2 Where there is a reasonable expectation that there are sufficient qualified internal candidates, or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.
- 3.3.3 All adverts are to indicate that an Enhanced DBS check will be undertaken and include a commitment statement regarding the safeguarding of children.

#### **3.4 Applications**

- 3.4.1 CtKCC MAC uses the Catholic Education Service (CES) application forms (standardised for teaching posts and support staff). CVs will not be accepted.
- 3.4.2 The application form includes the following:
- A section for self-declaration of convictions or relevant information, consent for DBS check, and a statement to say failure to disclose will result in termination of the post;
  - A section for personal details, qualifications, experience and employment history;
  - A request for contact details of two referees.

3.4.3 The Multi-Academy requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is short-listed, these gaps will be discussed at interview.

3.4.4 Applicants are made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and other professional regulatory bodies.

### **3.5 References**

3.5.1 References for shortlisted candidates will be sent for immediately after short listing. Where candidates have indicated on their application form that they do not wish their current employer to be contacted references will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

3.5.2 References must be in writing and specific to the job for which the candidate has applied - open references or testimonials are not acceptable. Photocopies are not acceptable. The academy will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

#### **3.5.3 Reference requests will specifically ask:**

- About the referee's relationship with the candidate;
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

#### **3.5.4 Referees will also be asked to confirm details of:**

- The applicant's current post, start and end date and reason for leaving;
- Performance history and conduct including details on any situation where formal action has been taken using capability procedures within the last 2 years;
- Any disciplinary procedures in which the sanction is current;
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those.

3.5.5 The Multi-Academy uses a standard **Reference Request Form** to ensure the details outlined above are included.

3.5.6 References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

3.5.7 Information about past formal disciplinary action will be considered in the circumstances of the individual case.

## **Self-Declaration of Convictions by Job Applicants**

- 3.6.1 The MAC policy requires applicants for all posts to declare criminal convictions whether “spent” or “unspent” and include any cautions or pending prosecutions.
- 3.6.2 Such declarations will be made on the form at [Annex A](#) and should be submitted in a sealed envelope, marked ‘*strictly private and confidential*’ to the chair of the selection panel/Headteacher, prior to the interview. The chair of the panel/Headteacher will discuss relevant, positive declarations confidentially with the applicant either prior to or on the interview day.
- 3.6.3 The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

## **3.6 Interviews**

- 3.7.1 The selection process will always include the following:
- Face to face professional interview including at least one question related to safeguarding children;
  - Observed activity with children, where this is appropriate to the post.

## **3.7 Recruitment Vetting (DBS and Barred List Check)**

- 3.8.1 The Multi Academy will request an Enhanced DBS Certificate including a barred list check for all staff and volunteers engaged in regulated activity. See the CtkCC DBS policy and [Annex B](#) for further details.
- 3.8.2 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.

## **4. DBS Update Service**

- 4.1 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.
- 4.2 Before using the DBS Update Service the Academy will:
- 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.

## **5. Individuals who have lived or worked outside the UK**

- 5.1 The Multi-Academy ensures individuals who have lived or worked outside the UK undergo the same checks as all other potential staff. In addition, the Academy may take steps to further investigate any relevant events that occurred outside the UK.

## **6. Agency, third-party staff and trainee teachers**

- 6.1 The academy is to ensure written notification is obtained from any agency, third-party organisation or teacher training institution to confirm that appropriate recruitment vetting checks have been obtained for any individual working at the academy in regulated activity.
- 6.2 The academy will check the identity of all agency or third party staff on arrival at the premises prior to allowing admission.

## **7. Disqualification by association**

- 7.1 Under the DFE *Disqualification under the Childcare Act 2006 (August 2018)*, schools are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association. Regulation 9 does not apply to staff in a relevant school setting; disqualification by association is only relevant where childcare is provided in domestic settings (e.g. where childminding is provided in the home) or under registration on domestic premises. Accordingly, schools should not ask their staff questions about cautions or convictions of someone living or working in their household.

## **8. Existing staff**

- 8.1 If the Multi-Academy has concerns about an existing staff member's suitability to work with children, we will carry out all relevant checks as if the person was a new member of staff.
- 8.2 If a staff member or volunteer moves from unregulated to regulated activity all relevant checks for regulated activity will be carried out prior to the move.
- 8.3 Apart from these circumstances, the Multi-Academy will not request further updates of recruitment vetting checks.
- 8.4 The Multi-Academy will refer to the DBS anyone who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left, if there is reason to believe that they pose a risk of harm to a child or vulnerable adult. Guidance on referrals can be found on [GOV.UK](https://www.gov.uk).

## **9. Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status**

- 9.1 Successful applicants for all posts will be required to provide proof of identity by producing documents in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a DBS check on the preferred candidate. Details of the acceptable documents will be provided as part of the position application pack.
- 9.2 The Multi-Academy will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body /

institution.

9.3 Proof of identity and other documentation will be verified by the person responsible for HR.

## **10. Employment Offer**

10.1 It may be possible to negotiate a provisional start date with the preferred candidate. However, the final offer of employment will be subject to:

- A satisfactory enhanced DBS and barred list check;
- A check that the candidate is not subject to a prohibition order using the Employer Access Online Service (teachers only);
- Receipt of the completed health check questionnaire;
- Receipt of final references from previous employers;
- A valid work permit for overseas candidates;
- The candidate's details have been added to the Single Central Record.

10.2 In the case of DBS disclosures, the certificate will be obtained/verified before the appointment is made. New staff cannot commence work until the results of the Enhance DBS check have been notified/confirmed. This also applies to contract caterers/cleaners and other support services where applicable.

10.3 Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and if accepted, the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

10.4 The Multi-Academy reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in section 3.4 have been falsified in any way.

## **11. Record Retention/Data Protection**

11.1 The Multi-Academy will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow the academy to deal with any Subject Access Requests (SAR), recruitment complaints or to respond to any complaints made to an Employment tribunal. This is to be undertaken with guidance from the CtKCC Data Protection Officer.

11.2 Under the General Data Protection Regulations (GDPR), applicants have a right to submit a SAR to request notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a request in writing to the Headteacher within 6 months of the interview date.

## **12. Personal File Records**

12.1 The Multi-Academy will retain the following information, which will make up part of the personal file for the successful candidate:

- Application form;
- References;

- Proof of identification (certified copies);
- Proof of academic qualifications;
- Evidence of medical clearance from Occupational Health (where applicable);
- Evidence of the DBS clearance (ie: the notification form or certificate reference number, NOT the actual DBS form or certificate);
- Certificate of Good Conduct (where applicable to DBS checks);
- Positive Disclosure Review sheet (maintained if applicable/agreed).

12.2 For full details on the personal data we store, use and share please see the CtKCC Data protection Policy.

### **13. Single Central Record (SCR)**

13.1 In line with DfE requirements, the Multi-Academy will keep and maintain a Single Central Record of recruitment and vetting checks. The central list will record all staff who are employed at the Multi-Academy, including casual staff, supply staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide regular additional teaching or instruction for learners but who are not staff members (e.g. regular specialist workshop leaders). The SCR will also include details of contracted staff (e.g. catering, cleaning) where applicable.

13.2 The central record will indicate whether or not the following have been completed:

- i. Identity checks;
- ii. Qualification checks for any qualifications legally required for the job;
- iii. Checks of right to work in the United Kingdom;
- iv. DBS Enhanced Disclosure and Children's Barred List check;
- v. Further overseas records where appropriate.

13.3 It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

13.4 In order to record supply staff provided through an agency on the record, the academy will require written confirmation from the agency that it has satisfactorily completed the checks described above. The Multi-Academy does not need to carry out checks itself except where there is information contained within the disclosure.

### **14. Probationary Periods**

14.1 All newly appointed staff will be subject to the CtKCC's probationary period (where applicable) and be referred to our ***Safeguarding Policies and Procedures***.

### **15. Volunteers & Regulated Activity**

15.1 CtKCC MAC welcomes the active involvement of parents, volunteers and members of the local community in academy life. Parents and carers frequently help in school and on trips and outings on an occasional basis to support the curriculum, closely supervised by a member of staff.

15.2 These helpers are not considered to be engaged in regulated activity and are not subject to the Safer Recruitment Procedures.

- 15.3 The Headteacher or appropriate delegated person will use the following steps when deciding whether a new volunteer will be supervised to such a level that they are not in regulated activity:
- consider whether the worker is doing work that, if unsupervised, would be regulated activity. If the worker is not, the remaining steps are unnecessary;
  - consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day;
  - consider whether the supervision will be reasonable in all circumstances to ensure the protection of children.
- 15.4 Volunteers who assist with trips/events/outings which involve an overnight stay must be DBS checked.
- 15.5 All volunteers engaged in regulated activity are subject to the **Safer Recruitment Procedures** set out above.
- 15.6 All volunteers in regulated activity are to receive an induction (including *Safeguarding and Health & Safety Policies and procedures* and *Staff Code of Conduct*) and ongoing supervision with a key teacher or line manager.

## 16. Induction

- 16.1 All staff that are new to the Multi-Academy will receive full induction training that will include the CtkCC MAC Safeguarding policy and guidance on safe working practices.
- 16.2 Staff will also be required to read and confirm that they have read Part 1 of 'Keeping Children Safe in Education'.
- 16.3 Within the first 3 months of employment, staff will also be required to complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty.

## 17. Further Information

- 17.1 Further information can be obtained from the following web-sites:
- Disclosure & Barring Service (DBS) website: [gov.uk/disclosure-barring-service-check/overview](https://www.gov.uk/disclosure-barring-service-check/overview)
  - DfE *Keeping Children Safe in Education*, September 2018: [Publications-Gov.uk](https://www.gov.uk/publications-keeping-children-safe-in-education)

## 18. Monitoring and Review of this Policy

- 18.1 The Board of Directors will monitor the implementation of and compliance with this policy and procedures. This will include periodic audits of files and records by the Designated Safeguarding Lead and/or Nominated Director/Trustee as part of the Multi-Academy wider Safeguarding Audit (as specified in the **Safeguarding Policy**).
- 18.2 The Academy senior management and the governing body will ensure that action is taken to remedy any identified deficiencies and weaknesses without delay.



## ANNEX A

### PRE DBS DISCLOSURE - SELF DECLARATION OF CRIMINAL CONVICTIONS

#### *Notes to Applicant*

*Due to the nature of the work you are applying for you are required to disclose any criminal convictions that you have. This is because this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986.*

*Applicants for this post may therefore be asked questions about any offences they have, and are not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act.*

*The convictions you are required to disclose include any cautions, reprimands, bind-overs and warnings. You must tell us about all your convictions whether “spent” or not and no matter how long ago the offence took place and whatever the nature of it. Any information you give will be treated in confidence and used only to assess your suitability for work.*

*CtKCC MAC is also able to ask the Disclosure and Barring Services (DBS) whether applicants for this job have a criminal record and if we are considering offering you work this will be subject to a satisfactory enhanced DBS disclosure check. We will undertake this check whether or not you have said you have a conviction. This check will provide details of any convictions, cautions, reprimands, bind-overs and warnings. Please therefore think carefully to make sure you have not forgotten anything that could possibly appear on an enhanced DBS check before you complete and return the form.*

*If we find out from the Enhanced DBS check that you have a conviction or other record as set out above which you have not declared then we may withdraw any offer of employment, or if you have already started working for the MAC this could result in disciplinary action or dismissal. You may also be liable to prosecution for criminal deception if you have obtained paid employment by withholding relevant information. In reaching a decision we will take into account whether you have been dishonest in your application as we must ensure that the honesty and integrity of our staff is beyond reproach.*

*Please declare any convictions or other relevant matters and confirm that you have read and understand this statement by completing and signing the section below.*

CONFIDENTIAL  
(when complete)

**DECLARATION**

I have read and understand this statement. I further understand that if I am successful in my application, an Enhanced Disclosure and Barring Service (DBS) disclosure check will be undertaken on my background. To assist the Selection Panel with their Safer Recruitment responsibilities, I declare that I have the following convictions, cautions, reprimands, warnings or bind-overs and have included any offences that in other circumstances would be regarded as “spent” under the Act the following information:

**Section A**

<p>Do you have any criminal convictions, bind-over orders, cautions, reprimands or warnings recorded against you? <i>(this includes any driving offences, licence endorsements and juvenile offences)</i></p>	<p><b>Yes / No</b>  (please circle)</p>
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**If ‘Yes’ also complete Section B:**

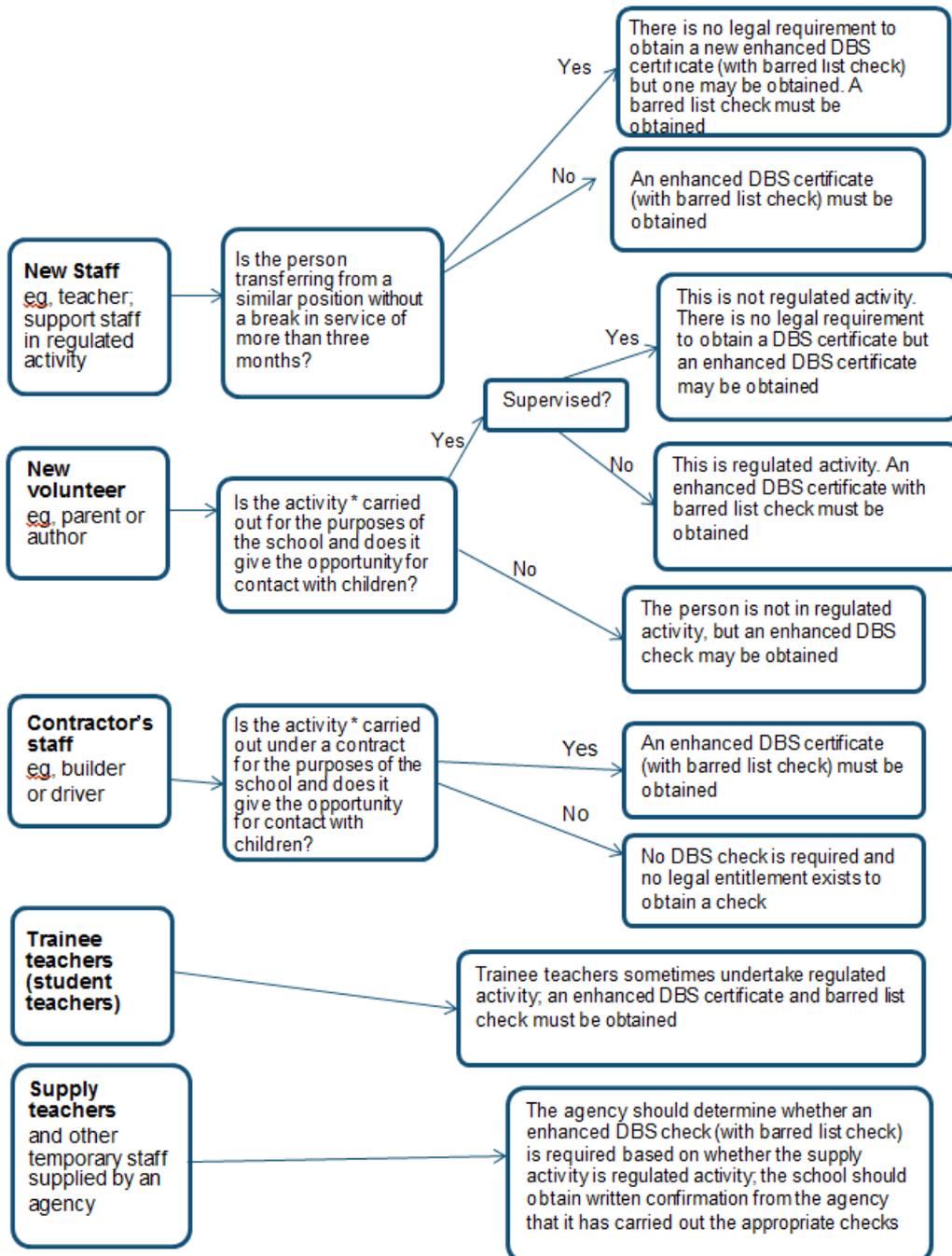
<p>I have the following criminal convictions, bind-over orders, cautions, reprimands and warnings recorded against me:</p>		
	DATE	

Name (please print)	
Signature	
Title of post applied for	
Date	

CONFIDENTIAL  
(when complete)

**Annex B**

**Flowchart of Disclosure and Barring Service criminal record checks and barred list check Requirements**



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'



**Annex C**

**For Office Use Only**

**Appointment Checklist & Personal File Contents**

<b>Name</b>	<b>Position Title</b>
<b>School</b>	<b>Position Number</b>
<b>Start Date</b>	<b>Permanent/ Temporary/ Casual</b>

<b>Document</b>	<b>Date Completed/Received</b>	
Application Form		
Job Specification		
Recruitment Monitoring Form		
Rehabilitation of Offenders Act 1974 Form		
Medical Clearance Form (PEAQ/AFFW)		
Bank and Emergency Contact details form		
Eligibility to Work check completed & documents copied, signed & dated - List documents seen		
References x 2 (obtained and checked)	1	2
ID Documents seen (copies to be destroyed following completed DBS check) – List documents		
Disqualification declaration		
Professional Qualifications checked and copied		
Prohibition check completed (teaching staff only)		
Section 128 check completed		
Offer letter		
Acceptance letter		
Appointment Form to Stoke Payroll (copy to Bursar)		
P45/P46 sent to Stoke Payroll (if applicable)		
DBS Application Number		
DBS Certificate Number		
Early Years Disqualification document signed		

<b>Document</b>	<b>Date Completed/Received</b>
SCR Updated	
SIMS Updated	
PC Log-on & E-mail account generated	
Access to SIMS required Yes / No*	
Access to ParentPay	
Induction Pack Issued (by line manager)	
Pecuniary Interest Form completed	
Access Fob issued	
ID Badge issued	
CES Contract Issued	
CES Contract returned	