

RYDES HILL PREPARATORY SCHOOL & NURSERY

P45 (ISI 18A) – SAFER RECRUITMENT POLICY



RYDES HILL

PREPARATORY SCHOOL & NURSERY

MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what school stands for and all are encouraged and challenged to be the best they can be.

Written By :	Alison Packman – Compliance Officer	9 th November 2018
Reviewed By :	Kathryn Pillar - Bursar	8 th May 2019
Approved By :	Sarah Norville	9 th May 2019
Governor Review By :	Not required	

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Revision History

Revision	Paragraph Number	Revision
October 2011		Original document
October 2012		Update
December 2012		Update
December 2013		Update
December 2014		Update
December 2015		Update
March 2016		Update
June 2017		Update
March 2018		Update
May 2019	Whole Document	References to “SMT” or “Senior Management Team” changed to “SLT” or “Senior Leadership Team”
	Front Page	Update to Mission Statement and Logo
	Paragraph 1	Update references to KCSIE to September 2018 and ISI regulations September 2018. Add reference to Equality Act 2010
	Paragraph 2	Replaces previous paragraph 6 and updates reference to latest ISI regulations
	Paragraph 3	Updated definition of “staff”
	Paragraph 6	New
	Paragraph 17	Rewritten
	Paragraph 19	Rewritten
	Paragraph 21	Final 2 sentences added
	Paragraph 23	References to P54 and P41 added
	Paragraph 27	Add “will be discussed with the candidate at interview”
	Paragraph 29	(a)Rephrased to clarify (b) Add “written” and “and verified” (g) Delete “by Association”
	Paragraph 30	New
	Paragraph 31	(a) Add final sentence (b) Add information in parentheses (g) Add policy numbers and reference to Part 5 of KCSIE
	Paragraph 32	Add cross-reference to P08 Induction Policy
	Paragraph 34	(a) Add “(such as Parents)” and “except for their own child”
	Paragraph 35	Clarify checks relating to parents. Add “written” in final sentence.
	Paragraph 36	Add information in parentheses and “written”
	Paragraph 40–42	New
	Appendix A - E	Latest Forms
	Appendix F - I	Deleted

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
CV	Curriculum Vitae
DBS	Disclosure & Barring Service
EYFS	Early Years Framework Scheme
KCSIE	Keeping Children Safe In Education
SLT	Senior Leadership Team

Aim / Objective / Statement of Intent

1. Rydes Hill Preparatory School & Nursery is committed to safeguarding and promoting the welfare of children and stringent checks are put in place both at interview and before the applicant is accepted to work at the school. This policy has regard to-KCSIE (September 2018) and the ISI Handbook for the Inspection of Schools, Commentary on the Regulatory Requirements (September 2018). The School pays due regard to the Equality Act 2010.

Specific Terms

2. The following terms are as per the definitions supplied in the ISI Commentary on the Regulatory Requirements, September 2018:-
3. Where this policy uses the word “Staff”, it should be interpreted to mean:

“Any person working at the school, whether under a contract of employment, under a contract for services or otherwise than under contract, but does not include supply staff or a volunteer. The following are included: teachers, peripatetic teachers and coaches, part-time staff, administrative staff, caretakers and other ancillary staff, staff appointed from overseas.”
4. Where this policy refers to “Supply staff”, it should be interpreted to mean:
 - a. 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.
5. Where this policy refers to “Volunteers”, it should be interpreted to mean:
 - a. 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.
6. Where this policy refers to “Contractors”, it should be interpreted to mean:
 - a. Staff working for a company engaged by the school under a contract to provide services, for example catering, cleaning or undertaking building works.

Planning & Advertising

7. The qualities, qualifications and experience the successful candidate will need to demonstrate to be successful in the post will be outlined. Any other matters that need to be mentioned in order to prevent unwanted applications will also be specified, details of the post, salary, qualifications required, etc.
8. When the vacancy is advertised it will include a statement about the employer's commitment to safeguarding and promoting the welfare of children. The requirement for the successful applicant to undertake criminal records checks via the DBS will appear on the Application Form.
9. All vacancies will be advertised internally, on the school website or in other appropriate mediums.
10. All advertisements will reiterate Rydes Hill's commitment to safeguarding and promoting the welfare of children.

Application Form

11. An application form provides the common set of core data for all applicants which should be used. A CV should not be used because of their non-standard nature but may be supplied by candidates as a means of providing supplementary data.
12. A different application form is used depending on whether the role is for a Teaching Post or a Non-Teaching Post.(See Appendix 1 & 2)
13. A statement will be made informing applicants that previous employers may be approached.

Job Description and Information to Candidates

14. The job description will set out duties and responsibilities of the post and identify the obligation to promote and safeguard the welfare of children, young persons and vulnerable adults.
15. A candidate will be posted/emailed a pack to include:
 - a. Application Form (an interactive form is available to email) – see Appendix 1 or 2
 - b. Job Description
 - c. Person Specification
 - d. Relevant information about the school and safe recruitment statement
 - e. Safeguarding Policy

Short Listing and References

16. The completed application form will be scrutinised to ensure that it is completed fully and properly; particular attention will be given to gaps in employment, repeated changes in employment without career or salary progression or mid-career move to supply teaching or temporary work.
17. At least two references will be sought for all candidates and be directly obtained from the referees. These should ideally be provided by a senior person with appropriate authority (in a position to be aware of issues) and not just a colleague. Character references may be sought in addition to professional references. In situations where this post will be the candidates first, character references may be obtained exclusively from appropriate sources. The references of the successful candidate will be directly verified with the referees. (See Appendix 3). References sent by electronic means will be checked to ensure they originate from a legitimate source.
18. Open references (e.g. "To whom it may concern") or testimonials will not be accepted.
19. References will always be sought from the candidate's current employer. Details of the applicant's current or most recent post, salary and sickness records will be requested. Where there is no current employer, verification of the most recent period of employment and reasons for leaving will be obtained.
20. Details of any disciplinary procedures the applicant has been involved with and which disciplinary action is current.
21. Details of candidates who were not short-listed for interview will be kept on file for a period of 6 months. Candidates will be given the option to ask the school to retain their details after this period via the Application Form.(See Appendix A & B). Candidates who do not give this permission will have their Application Form confidentially destroyed after this period. Further details are available via P54 Privacy Notice for Job Applicants, Staff, Peripatetic Teachers, Governors, Volunteers and Sports Coaches. Details of retention periods can be found in P41 Data Retention Policy.

Interview

22. A letter giving time, place and directions to the venue, etc. will invite candidates to an interview. This may be sent by post or email.
23. The identity of all candidates will be checked thoroughly before interviewing. Candidates will be asked to bring with them some form of photo identification.

24. The interview panel will always constitute of two or more persons, one of whom has successfully undertaken Safer Recruitment training, in the past five years.
25. Notes of the interview will be taken.
26. The panel will explore the candidate's attitude towards children and young people; the ability to support the School's agenda for safeguarding and promoting the welfare of children.
27. Gaps in the candidate's employment history will be discussed with the candidate at interview, (e.g. if there are any concerns or discrepancies arising from the information provided by the candidate or referee).
28. In the light of the requirement for a DBS check, the candidate will be asked to declare any information.

Conditional offer of Employment

29. A conditional offer of employment will be made to the successful candidate provided the following has taken place:-
 - a. Contact by the school (where feasible) with the most recent employer where work with children was involved, and with current or most recent employer (if different) to check the reason why the employment ended. Overseas checks will be made where available.
 - b. Two written satisfactory references have been received and verified
 - c. Verification of the candidate's identity
 - d. A satisfactory DBS certificate has been received
 - e. Acceptance of terms and conditions as laid out in the offer letter (Appendix 4 or 5)
 - f. Verification of the candidate's medical fitness and verification of qualifications
 - g. Disqualification under the Childcare Act 2006 form has been completed and signed, and no concerns have been highlighted (Required only by those working with children aged 8 years and under and members of the SLT.
 - h. Proof of the right to work in the UK obtained.
 - i. In the case of any person for whom, by reason of that person living or having lived outside the UK, further checks will be made as the proprietor considers appropriate having regard to such guidance issued by the Secretary of State. (<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>). EEA Checks will also be made.
 - j. If the candidate is being offered a management position role, a Section 128 check will be carried out to ensure that there is no prohibition from management of independent school direction.
 - k. A List 99 Barred Check will be carried out if applicable.

- I. Verification of status. (Qualified teacher status is not a requirement for teachers in the independent sector, but schools must now check that anyone employed as a teacher is not subject to a prohibition order issued by the Secretary of State. The check is completed using the free Employer Online Service.
30. Where internal candidates change roles, additional checks may be carried out including updated DBS checks, Section 128 checks, etc. (For example where a volunteer becomes a member of staff in regulated activity, or a teacher becomes a part of the SLT)

Following Acceptance of Position

31. Once the candidate has accepted the conditional offer of employment the following will be carried out:-
- a. DBS check will be undertaken and copies of identity documents, proof of right to work and qualification certificates will be taken. These will be signed and dated by the person making the copies.
 - b. Candidates will be reminded that they cannot take up post before a satisfactory DBS check has been received. (In limited circumstances the Headmistress may allow the member of staff to commence work in accordance with paragraph 292 of the ISI regulations)
 - c. Where a candidate is employed under the “three-month rule”, a risk assessment will be completed prior to the first day of employment and will be reviewed every two weeks until a new DBS is received.
 - d. A contract of employment will be drawn up.
 - e. Personnel staff file will be set-up and details will be entered into the Single Central Register.
 - f. Staff Handbook will be issued.
 - g. Keeping Children Safe in Education (KCSIE) Part 1 (and Annex A and Part 5 where applicable) is given to candidate along with a copy of the school’s P48 Social Media policy, P04 Safeguarding Policy and P38 Health & Safety Policy. Where applicable, they are also given a copy of the P27 Minibus Policy.

Induction Training

32. An induction programme for all staff, Governors, supply staff, volunteers and work experience students newly appointed in the school will be carried out. Training and information will be provided in the school’s policy and procedures and will be appropriate to the role for which they have been engaged. Further details can be found in P08 Induction Policy.

Supply Worker Checks

33. Before supply workers are accepted to work at Rydes Hill the following procedures are carried out and recorded in the Single Central Register:
- a. Photographic Identity check – copy is taken and kept on file
 - b. Enhanced DBS status check – original must be seen and note of number kept
 - c. Written confirmation must be received from employer that appropriate checks have been undertaken by them including references, right to work in the UK, prohibition order check, disqualification from childcare and overseas checks where applicable.

Volunteer Checks

34. When accepting a volunteer in school, the proposed activity to be undertaken by the volunteer will be assessed to ascertain whether the individual will be in regulated activity or not.
- a. If the volunteer will be supervised (in accordance with guidance contained within Annex F to KCSIE 2018) then this activity will not be considered to be regulated activity. “One-off” volunteers (such as parents), for day outings, school concerts and such do not require vetting checks but will be supervised and will not undertake any kind of personal care except for their own child.
 - b. Where there is an unsupervised volunteer, whose presence is frequent and regular, this person is considered to be in regulated activity.
35. The following vetting checks will be undertaken for volunteers:-
- a. Photographic Identity Check (All volunteers except Parents accompanying School Trips)
 - b. Proof of Right to Work Check (All volunteers except Parents accompanying School Trips)
 - c. Enhanced DBS Check (All volunteers except Parents accompanying School Trips)
 - d. List 99 Check (only for those in regulated activity)
 - e. Written Risk Assessment (All volunteers)
 - f. Two references (only for those in regulated activity)
36. Where the volunteer is under the age of 16 and in full-time education, the following vetting checks will be undertaken:-
- a. Photographic Identity Check (unless the young person is known to staff i.e. a former pupil, child of a member of staff etc)
 - b. Written Risk Assessment

Chair of Governor & Governing Body Checks

37. Rydes Hill School Governing Body is made up of a Chair of Governors and a number of other Governors who serve on the main committee and on selected sub-committees. All Governors serve the school for no more than 4 years and often have a previous connection with the School such as former parents, staff members or are senior members of other schools.
38. The following vetting checks will be undertaken for Governors regardless of any previous relationship with the School:-
- a. List 99
 - b. Enhanced DBS (All Governors except Chair of Governors)
 - c. Enhanced Criminal Record Check by Secretary of State (Chair of Governors only)
 - d. Photographic Identity Check (All Governors)
 - e. Overseas checks, where appropriate
 - f. Right to Work in the UK
 - g. Prohibition from teaching
 - h. Disqualification from Childcare
 - i. Section 128 check
39. Although not a regulatory requirement the Headmistress and/or Bursar will seek references for any person seeking to become a member of the Governing body. These references are likely to be of an informal nature.

Visiting Speakers

40. All invitations to Speakers at the School are approved by the Head or other member of SLT. The School has regard to the Prevent statutory guidance when considering the suitability of any speakers and will conduct any checks it deems necessary in accordance with KCSIE 2018. Any formal vetting checks made will be recorded in the Single Central Register. A risk assessment will be carried out for all visiting speakers where they are not already known to SLT. No visiting speakers will be left alone with pupils.

Young people on Work Experience

41. The School endeavours to accommodate requests for work experience wherever feasible especially from those wishing to follow a career in education or childcare, or those taking part in recognised Award Schemes such as The Duke of Edinburgh Award.
42. The School will conduct the following checks on young people over the age of 16 as follows:

- a. Photographic Identity Checks
- b. Enhanced DBS Check
- c. Written risk assessment
- d. Written reference from relevant school/college/university

Responsibility

43. The Head and the Bursar are responsible for implementing this policy on a day to day basis.

List of Appendices

- Appendix A – Application Form – Teaching Staff
- Appendix B – Application Form – Support Staff
- Appendix C – Reference Request Letter Sample
- Appendix D – Professional Reference Template
- Appendix E – Character Reference Template
- Appendix F – Staff Offer Letter Sample

Appendix A – Application Form for Teaching Staff



RYDES HILL
PREPARATORY SCHOOL & NURSERY

Teaching Application Form

Position Applied for:	
Section 1 – Personal Details	
Title:	Forename(s):
Surname:	
Address:	Date of Birth:
Postcode:	
.	Former names:
	Preferred name:
	National Insurance Number:
If you have lived at the address above less than 5 years, please provide all previous addresses for the past 5 years.	
Tel. Home:	Do you have Qualified Teacher status? (Teachers only)
Tel. Work:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile No:	Teacher's RP Number (if applicable):
Email Address:	<input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Religion:	Do you have a full drivers licence?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are you currently eligible for employment in the UK?
	Yes No Please provide details:
Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them:	

Section 2 – Education					
Please start with the most recent					
Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

Section 3 – Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended (if applicable):

Current salary/
salary on leaving:

Do you/did you receive any employee benefits? If so, please provide details of these.

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5 - Previous Employment and/or Activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

If there are any gaps in your employment or education history , please explain them here

Section 6 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 7 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra-curricular activity

Section 8 - Health**Health Questions**

Disability: Rydes Hill Preparatory School is an equal opportunities employer and welcomes all applications. If you are invited for interview you will be asked to advise us whether there are any special arrangements required to enable you to attend the interview.

Medical Fitness: In accordance with the guidance published by the DfE, any offer of employment made by Rydes Hill Preparatory School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire and/or statement of fitness, the responses to which will be assessed before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School to be given access to your medical records and/or for you to be referred to a specialist clinician.

Section 9 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. If you have never worked with children then your second reference may be from any previous employer. Neither referee should be a relative unless they are also your employer. If this is your first employment then one of these should be your last educational establishment. Where there is no current employer, the School will verify the most recent period of employment and reasons for leaving with the employer.

Referees should be from a senior person with appropriate authority who would be in a position to be aware of any relevant issues and should not be a colleague of a similar or lower level.

On occasion, some organisations may only be prepared to confirm that a person worked for them between certain dates or in a certain role. Where this is the case, applicants may be asked to provide contact details for further referees in order to ascertain suitability for a role in accordance with current guidance.

Referee 1

Name:

Position:

Capacity in which referee knows you:

Address:

Daytime Telephone Number:

Email address:

Please confirm that we are able to contact referee prior to interview YES / NO

Referee 2

Name:

Position:

Capacity in which referee knows you:

Address:

Daytime Telephone Number:

Email address:

Please confirm that we are able to contact referee prior to interview YES / NO

Section 10 – Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. If your application is unsuccessful, it will be destroyed six months after an appointment has been made, unless you specifically request us to keep your application on file. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you. In accordance with our Data Retention Policy, your application will be destroyed after 2 years.

Would you like the School to retain your details if your application is unsuccessful? Yes No

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

Further details are contained in our Privacy Notice for Job Applicants, Staff, Peripatetic Teachers, Sports Coaches, Governors & Volunteers and in our Data Retention Policy. Both of these policies can be found on our School website, www.rydeshill.com

Section 11 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of protected characteristic or perceived protected characteristic in accordance with The Equality Act (2010). All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Section 12 – Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. (a copy of which is available from the School on request or by following this link <https://www.gov.uk/government/publications/dbs-code-of-practice>)

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed along with any other relevant factors.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature

Date

Please return to: **The Headmistress, Rydes Hill Preparatory School, Aldershot Road, Guildford, GU2 8BP**
 Telephone: **01483 563160**
 Email: **Jacqui.oneill@rydeshill.com**

Rydes Hill Preparatory School is committed to safeguarding and promoting the welfare of children, applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is also an equal opportunities employer.

The School pays full regard to Keeping Children In Safe in Education September 2018.

Appendix B – Application Form for Support Staff



Support Staff Application Form

Position applied for:		
Section 1 – Personal Details		
Title:	Forename(s):	Surname:
Address & Postcode:		Date of Birth:
		Former names:
		Preferred name:
		National Insurance Number:
If you have lived at the address above less than 5 years, please provide all previous addresses for the past 5 years.		
Telephone (Daytime):	Telephone (Evening):	Telephone (Mobile):
National Insurance Number:	Email Address:	
<input type="text"/>		
Are you currently eligible for employment in the UK? YES / NO		
If YES, please provide Passport Number:		
If NO, do you require a work permit? YES / NO		
Religion:		
Do you have a full drivers licence?		
Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them:		

Section 2 - Education

Please start with most recent first, continuing on a separate sheet if necessary

Name of University/School/College	Dates of Attendance	Examinations			
		Subject	Result/Grade	Date	Awarding Body

Details of Professional Memberships

Institute or Professional Body	Qualification	Date obtained

Section 3 - Other Vocational Qualifications, Professional Development Courses, Skills or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Body/Organisation	Details	Date

Section 4 – Employment and/or Activities since leaving secondary education

Please provide details of all employment and/or activities since leaving secondary/higher education in chronological order. Continue on a separate sheet if necessary.

Starting with your most current or most recent, please list all employment.

Dates of Employment From – To	Employer name and address	Job title and brief description of duties	Reason for leaving
Period of Notice required:	Current/most recent salary: £	What salary are you looking for: £	

Previous Employment and Education History continued

If there are any gaps in your employment or education history , please explain them here

Section 5 - Interest/Leisure Activities/Clubs/Associations

Please give details.

Section 6 - Health**Health Questions**

Disability: Rydes Hill Preparatory School is an equal opportunities employer and welcomes all applications. If you are invited for interview you will be asked to advise us whether there are any special arrangements required to enable you to attend the interview.

Medical Fitness: In accordance with the guidance published by the DfE, any offer of employment made by Rydes Hill Preparatory School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire and/or statement of fitness, the responses to which will be assessed before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School to be given access to your medical records and/or for you to be referred to a specialist clinician.

Section 7 - Suitability

- Please state your reasons for applying.
- Why you think you are suitable for this role.
- Describe any experiences and skills relevant to the role.

Section 8 - References

Please provide the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employer does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. If you have never worked with children, then your second reference may be from any previous employer. Neither referee should be a relative unless they are also your employer. If this is your first employment then one of these should be your last educational establishment. Where there is no current employer, the School will verify the most recent period of employment and reasons for leaving with the employer.

Referees should be from a senior person with appropriate authority who would be in a position to be aware of any relevant issues and should not be a colleague of a similar or lower level.

On occasion, some organisations may only be prepared to confirm that a person worked for them between certain dates or in a certain role. Where this is the case, applicants may be asked to provide contact details for further references in order to ascertain suitability for a role in accordance with current guidance.

<u>Referee 1</u> Name:	Position:
Capacity in which referee knows you:	Address:
Daytime Telephone Number:	Email address:

Please confirm that we are able to contact referee prior to interview YES / NO

<u>Referee 2</u> Name:	Position:
Capacity in which referee knows you:	Address:
Daytime Telephone Number:	Email address:

Please confirm that we are able to contact referee prior to interview YES / NO

Please note that we will contact these referees if you are shortlisted for this post and we may seek reference before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please contact the Bursar on 01483 563160 to discuss the issues.

Section 9 - Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. If your application is unsuccessful, it will be destroyed six months after an appointment has been made, unless you specifically request us to keep your application on file. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you. In accordance with our Data Retention Policy, your application will be destroyed after 2 years.

Would you like the School to retain your details if your application is unsuccessful? Yes No

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

Further details are contained in our Privacy Notice for Job Applicants, Staff, Peripatetic Teachers, Sports Coaches, Governors & volunteers and in our Data Retention Policy. Both of these policies can be found on our School website, www.rydeshill.com

Section 10 - Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of protected characteristic or perceived protected characteristic in accordance with The Equality Act (2010). All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Section 11 - Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Service (a copy of which is available from the School on request or by following this link <https://www.gov.uk/government/publications/dbs-code-of-practice>).

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what and at what age it was committed and any other relevant factors.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

• Signature Date

Please return to: **The Bursar, Rydes Hill Preparatory School, Aldershot Road, Guildford, GU2 8BP**
 Telephone: **01483 563160**
 Email: **enquiries@rydeshill.com**

Rydes Hill Preparatory School is committed to safeguarding and promoting the welfare of children, applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. It is also an equal opportunities employer.

The School pays full regard to Keeping Children In Safe in Education September 2018

Appendix C – Reference Request Email

Dear [referee's title and surname]

[Candidate's name] has applied for the position of [job title] at Rydes Hill Preparatory School and has given your name as a referee.

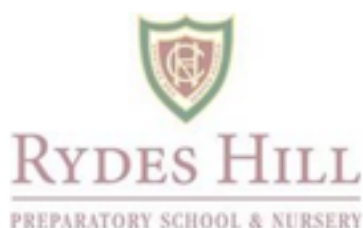
The government guidance on recruitment in schools requires me to ask you a number of detailed questions relating to [candidate's first name] suitability for the job and for working with children. I would request that you are as detailed as possible to ensure that the reference does not contain any material misstatement or omission. If, however, you have no knowledge of this aspect of [candidate's first name] background, please simply write 'not known'. You should be aware that the factual content of the reference may be discussed with [candidate's first name].

As part of the School's commitment to safeguarding and promoting the welfare of children, you will see on the attached form that I need to ask you to provide me with information relating any concerns or allegations that have been made against [candidate's first name].

Thank you for your help and assistance in this matter and I look forward to hearing from you at your earliest convenience.

Kindest regards

Appendix D – Professional Reference Request Form



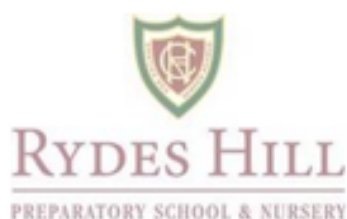
Rydes Hill Preparatory School & Nursery
 Rydes Hill House,
 Aldershot Road,
 Guildford, Surrey GU2 8BP
 Telephone: 01483 563 160
 E: enquiries@rydeshill.com

Headmistress: Mrs S Norville

Confidential Reference Request

Candidate name:

Dates of employment with your school/organisation:					
From:			To:		
What position does this candidate hold at present?					
In what capacity have you known and / or worked with this person?					
Do you have any concerns about the suitability of this candidate to work with children?					
YES			NO		
If YES, please specify:					
Do you have any concerns about the work performance of this employee, including disciplinary action / capability procedures?					
YES			NO		
If YES, please specify:					
Would you wish your school/organisation to retain or re-employ this candidate (please indicate one box below)					
with great enthusiasm	with enthusiasm	with neutrality	with hesitation		
Compared to colleagues in similar roles I have observed or know during my career, I believe that this candidate ranks in the (please indicate one box below):					
top 2%	top 10%	top 25%	top 50%	bottom 50%	bottom 25%



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 Rydes Hill House,
 Aldershot Road,
 Guildford, Surrey GU2 8BP
 Telephone: 01483 563 160
 E: enquiries@rydeshill.com

Headmistress: Mrs S Norville

We expect all members of our community to exhibit the 'Rydes Hill' Values:			
Cooperation, Honesty, Friendship, Tolerance, Loyalty, Perseverance, Peace, Respect, Nurture, Responsibility, Generosity, Optimism, Self-Belief, Compromise, Simplicity, Resilience, Independence, Assertiveness, Motivation, Consideration, Courage, Kindness			
This person would show these Values (please indicate one box below):			
with great enthusiasm	with enthusiasm	with neutrality	with hesitation
Which 3 of these Values would this person demonstrate most effectively:			
1.			
2.			
3.			
In what areas would you most like to see this candidate improve?			
How does this person react to a decision he/she does not like?			
How does this person react to constructive criticism?			
What influence on school/organisation morale and 'climate' does this candidate have?			
Name:			
Role:			
Organisation:			
Signed:		Date:	

Thank you for taking the time to complete this reference request. Further information on the School's Safer Recruitment Policy and Privacy Policy for Job Applicants can be found on our school website www.rydeshill.com

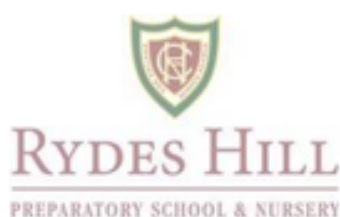
Please return to: Mrs K Pillar, Bursar, via email to bursar@rydeshill.com

Best wishes

Sarah Norville, Headmistress

+	Office Use Only	Reference confirmed by:	Date & Time reference confirmed:
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Appendix E – Character Reference Form



Rydes Hill Preparatory School & Nursery
 Rydes Hill House,
 Aldershot Road,
 Guildford, Surrey GU2 8BP
 Telephone: 01483 563 160
 E: enquiries@rydeshill.com

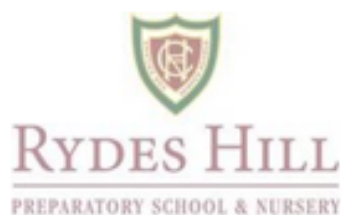
Headmistress: Mrs S Norville

Confidential Reference Request

Candidate name:

Role applied for:

How long have you known the candidate and in what capacity?
How well do you know the candidate?
Are you related to the candidate? If yes, how are you related?
The candidate has applied for the role shown above. Do you believe that this person has the ability and is suitable to undertake this role? If you do not believe that the candidate is suitable, please elaborate.
Have you ever had any concerns about the candidate's behaviour towards children and young adults? If yes, please elaborate.
Are you aware of any concerns about the candidate's behaviour towards children and young adults? If yes, please elaborate.



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Headmistress: Mrs S Norville

We expect all members of our community to exhibit the 'Rydes Hill' Values: Cooperation, Honesty, Friendship, Tolerance, Loyalty, Perseverance, Peace, Respect, Nurture, Responsibility, Generosity, Optimism, Self-Belief, Compromise, Simplicity, Resilience, Independence, Assertiveness, Motivation, Consideration, Courage, Kindness			
This person would show these Values (please indicate one box below):			
with great enthusiasm	with enthusiasm	with neutrality	with hesitation
Which 3 of these Values would this person demonstrate most effectively: 1. 2. 3.			

Name:
 Address:

Signature :
 Date:

Thank you for taking the time to complete this reference request. Further information on the School's Safer Recruitment Policy and Privacy Policy for Job Applicants can be found on our school website www.rydeshill.com

Please return to: Mrs K Pillar, Bursar, via email to bursar@rydeshill.com

Best wishes

Kathryn Pillar, Bursar

Office Use Only	Reference confirmed by:	Date & Time reference confirmed:
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Appendix F – Sample Staff Offer Letter

CONDITIONAL OFFER OF APPOINTMENT

Dear []

Thank you for attending the interview for the post of [position applied for].

I am delighted to confirm that subject to the appropriate checks, the School wishes to offer you employment as a [position] with effect from [date]. The salary for this post is [£amount]. All other terms are in accordance with the enclosed contract of employment.

This offer is conditional upon the following:

- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
- A satisfactory enhanced Disclosure and Barring Service (DBS) with barred list check;
- A check that the candidate is not subject to a prohibition order issued by the Secretary of State and/or any European Economic Area or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;
- Where appropriate, verification of any award of Qualified Teacher Status, completion of teacher induction or probation;
- Receipt of a signed “Disqualification from Childcare” declaration form showing that you are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)”];
- [If relevant, evidence that you have not been prohibited from participating in the management of independent schools]; and
- Evidence of satisfactory medical fitness by completing the medical questionnaire

The position is subject to satisfactory completion of the probationary period.

I enclose two copies of your contract of employment, together with a medical questionnaire, a Disqualification from Childcare declaration form and the paperwork for your DBS check. I should be grateful if you would complete and sign one copy of your contract and the other forms and return them to me as soon as possible.

I should like to take this opportunity to welcome you to the School. I look forward to a long and successful professional relationship.

If you have any queries, please contact me.

Yours sincerely