

RYDES HILL PREPARATORY SCHOOL & NURSERY

P45 (ISI 18A) – SAFER RECRUITMENT POLICY TEACHING, PERIPATETIC AND SUPPORT STAFF, GOVERNORS, SUPPLY WORKERS AND VOLUNTEERS



MISSION STATEMENT

IN OUR SCHOOL WE WILL TRY TO:

- ❖ Please God in the way we behave by loving one another and working to the best of our abilities.
- ❖ Think about the messages given by our Assemblies and Masses and talk to God as our friend each day, respecting others as they pray.
- ❖ Be a good example to others by being obedient and kind, using our strengths to help others who experience difficulties and accepting everyone in our school as an equal.
- ❖ Help to make our classrooms welcoming and happy places where we are kind and considerate and respect each other's property.
- ❖ Follow Jesus' example wherever we are.

Written By :	Kathryn Pillar – Bursar	8 th June 2017
Reviewed By :	Alison Packman – Compliance Officer	8 th June 2017
Approved By :	Stephanie Bell – Headmistress	8 th June 2017
Governor Review By :	Not required	
Updated:	Kathryn Pillar & Alison Packman	27 th June 2017

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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	Whole document	Re-formatted to include revision history, paragraph numbers, Abbreviation, Acronym and Definitions table.
	Title	Change to title to add Peripatetic, Supply Staff and volunteers
	Specific Terms	New section to define specific terms
	Paragraph 3	Whole paragraph.
	Paragraph 5	Additional wording at end of sentence
	Paragraph 6	New paragraph
	Paragraph 10	Additional words “completed application”
	Paragraph 11	Sentences 2 and 3 added
	Paragraph 12	Example added
	Paragraph 13	References to current or most recent employer added
	Paragraph 15	New Paragraph
	Paragraph 16	Final sentence added
	Paragraph 18	Add “interview”
	Paragraph 20	Removal of the word “authority”
	Paragraph 22	Replace the word “may” with “will”
	Paragraph 23.4	Replace “disclosure” with “certificate”
	Paragraph 23.6	Remove reference to professional status
	Paragraph 23.7	Change to whole sentence
	Paragraph 23.8	“Proof of” added
	Paragraph 23.9	Change to whole sentence and hyperlink added
	Paragraph 23.10	New paragraph
	Paragraph 23.11	New paragraph
	Paragraph 24.3	New paragraph
	Paragraph 24.5	Reference to Single Central Register added
	Paragraph 24.6	Method of issue changed
	Paragraph 24.7	Additional policies added
	Paragraph 26.1	Addition of “Photographic” and reference to written confirmation of employer checks
	Supply Staff	New section added
	Volunteers	New section added
	Governors	New section added
	Appendix D	Form updated
	Appendix G	Induction Checklist for New Staff added
	Appendix H	Induction Checklist for Governors added
	Appendix I	Induction Checklist for Teaching Staff added

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
SMT	Senior Management Team

Aim / Objective / Statement of Intent

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 follows the guidance set out in KCSIE (September 2016) and the ISI Handbook for the Inspection of Schools, Commentary on the Regulatory Requirements (January 2017)

Specific Terms

Where this policy uses the word “Staff”, it should be interpreted to mean any person at the school whether:-

- Under a contract of employment [this covers every employee, no matter what sort of work they do]
- Under a contract for services [this covers self-employed people arranged and/or paid direct by the school. It does not include those in a contract for services with others, subject to the exception mentioned below]
- Or otherwise than under a contract [this covers self-employed people who are arranged by the school for the purposes of the school but, for example, paid direct by parents, such as some peripatetic teachers and therapists. It does not include workers arranged privately by parents.]

But does not include supply staff or volunteers.

Where this policy refers to “Supply staff”, it should be interpreted to mean:

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.

Where this policy refers to “Volunteers”, it should be interpreted to mean:

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.

The above definitions are in line with that provided in ISI Commentary on Regulatory Requirements January 2017.

Planning & Advertising

1. 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.
2. 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.
3. All vacancies will be advertised internally, on the school website or in other appropriate mediums.
4. All advertisements will reiterate Rydes Hill's commitment to safeguarding and promoting the welfare of children.

Application Form

5. 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.
6. 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)
7. A statement will be made informing applicants that previous employers may be approached.

Job Description and Information to Candidates

8. 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.
9. A candidate will be posted/emailed a pack to include:
 - Application Form (an interactive form is available to email) – see Appendix 1 or 2
 - Job Description
 - Person Specification
 - Relevant information about the school and safe recruitment statement
 - Safeguarding Policy

Short Listing and References

10. 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.
11. At least two references will be sought for all candidates and be directly obtained from the referees. 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).
12. Open references (e.g. "To whom it may concern") or testimonials will not be accepted.
13. Details of the applicant's current or most recent post, salary and sickness records will be requested from the current or most recent employer.
14. Details of any disciplinary procedures the applicant has been involved with and which disciplinary action is current.
15. 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.

Interview

16. 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.
17. The identity of all candidates will be checked thoroughly before interviewing. Candidates will be asked to bring with them some form of photo identification.
18. 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.
19. Notes of the interview will be taken.
20. 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.

21. Gaps in the candidate's employment history, (e.g. if there are any concerns or discrepancies arising from the information provided by the candidate or referee).
22. In the light of the requirement for a DBS check, the candidate will be asked to declare any information.

Conditional offer of Employment

23. A conditional offer of employment will be made to the successful candidate provided the following has taken place:-
 1. Contact by the school (where feasible) with each previous employer where work with children was involved to check the reason why the employment ended. Overseas checks will be made where available.
 2. Two satisfactory references have been received.
 3. Verification of the candidate's identity
 4. A satisfactory DBS certificate has been received
 5. Acceptance of terms and conditions as laid out in the offer letter (Appendix 4 or 5)
 6. Verification of the candidate's medical fitness and verification of qualifications
 7. Disqualification by Association 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 SMT.
 8. Proof of the right to work in the UK obtained.
 9. 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.
 10. 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.
 11. A List 99 Barred Check will be carried out if applicable.
 12. 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.

Following Acceptance of Position

24. Once the candidate has accepted the conditional offer of employment the following will be carried out:-
 1. DBS check will be undertaken and copies of identity documents, proof of right to work and qualification certificates will be taken.

2. Candidates will be reminded that they cannot take up post before a satisfactory DBS check has been received.
3. 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.
4. A contract of employment will be drawn up.
5. Personnel staff file will be set-up and details will be entered into the Single Central Register.
6. Staff Handbook will be issued.
7. Keeping Children Safe in Education (KCSIE) Part 1 and Annex A is given to candidate along with a copy of the school’s Social Media policy, Safeguarding Policy and Health & Safety Policy. Where applicable, they are also given a copy of the Minibus Policy.

Induction Training

25. An induction programme for all staff, Governors, supply staff and volunteers 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.

Supply Worker Checks

26. Before supply workers are accepted to work at Rydes Hill the following procedures are carried out and recorded in the Single Central Register:
 - Photographic Identity check – copy is taken and kept on file
 - Enhanced DBS status check – original must be seen and note of number kept
 - 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

27. 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.
 - If the volunteer will be supervised (in accordance with guidance contained within Annex F to KCSIE 2016) then this activity will not be considered to be regulated activity. “One-off” volunteers, 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.
 - Where there is an unsupervised volunteer, whose presence is frequent and regular, this person is considered to be in regulated activity.

28. The following vetting checks will be undertaken for volunteers:-

- Photographic Identity Check (All volunteers)
- Proof of Right to Work Check (All volunteers)
- Enhanced DBS Check (All volunteers)
- List 99 Check (only for those in regulated activity)
- Risk Assessment (All volunteers)
- Two references (only for those in regulated activity)

29. Where the volunteer is a child (i.e. under the age of 16 years) the following vetting checks will be undertaken:-

- Photographic Identity Check
- Risk Assessment

Chair of Governor & Governing Body Checks

30. Rydes Hill School Governing Body is made up of a Chair of Governors and a number of 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.

31. The following vetting checks will be undertaken for Governors regardless of any previous relationship with the School:-

- List 99
- Enhanced DBS (All Governors except Chair of Governors)
- Enhanced Criminal Record Check by Secretary of State (Chair of Governors only)
- Photographic Identity Check (All Governors)
- Overseas checks, where appropriate
- Right to Work in the UK
- Prohibition from teaching
- Disqualification from Childcare
- Section 128 check

32. 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.

Responsibility

33. 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 G – Induction Checklist for Non-Teaching Staff

Appendix H – Induction Checklist for Governors

Appendix I – Induction Checklist for Teaching Staff

Appendix A – Application Form for Teaching Staff



RYDES HILL PREPARATORY SCHOOL

Teaching Application Form

Position Applied for:



Section 1 – Personal Details										
Title:	Forename(s):	Surname:								
Address:		Date of Birth:								
		Former names:								
		Preferred name:								
		National Insurance Number:								
Postcode:										
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:	<table border="1"> <tr> <td></td><td></td><td>/</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>				/					
		/								
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:										

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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	
<p>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.</p>	
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			
<i>Please continue on a separate sheet if necessary</i>			
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 – 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. Neither referee should be a relative.

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 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.

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.

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 their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. 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.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. 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.

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

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 Bureau (a copy of which is available from the School on request).

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 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 Criminal Records Bureau. It is also an equal opportunities employer.

The School pays full regard to Keeping Children [10 Safe in Education](#) September 2016

Appendix B – Application Form for Support Staff



Rydes Hill Preparatory School & Nursery Support Staff Application Form

Position applied for:

Personal Details												
First Name(s):	Surname:											
Preferred Name:	Previous Surname(s):											
Permanent Address:												
How long have you lived at this address? If less than 5 years please provide all previous addresses for the past 5 years.												
Previous Address:	Previous Address:											
Telephone (Daytime):	Telephone (Evening):	Telephone (Mobile):										
National Insurance Number:	Email Address:											
<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>												

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:

Education History (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

Other Vocational Qualifications, Professional Development Courses, Skills

or Training			
Body/Organisation		Details	Date
Previous Employment			
Please provide details of <u>all</u> employment since leaving secondary/higher education in chronological order. Continue on a separate sheet if necessary.			
Starting with your 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

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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

--

Interest/Leisure Activities/Clubs/Associations

Please give details.

--

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.

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.

References	
Please provide the details of two referees who can comment on your suitability for this position. One referee should be your current or most recent employer. Where you are currently not working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note that references will not be accepted from relatives.	
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	
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	
<p>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.</p>	

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.

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.

Criminal Convictions/Criminal History

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 Bureau (a copy of which is available from the School on request).

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?

Is there any relevant court action pending against you?

Have you ever received a caution, reprimand or final warning from the police?

Have you been disqualified from working with Children, or named on the DfE List 99 or the Protection of Child Act List, or are you subject to any sanctions imposed by a regulatory body?

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.

If you have a criminal record, this will not automatically debar you from appointment. 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).

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.

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 and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/db

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I declare that the facts and information contained in this application are correct to the best of my knowledge, and 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 account to a criminal offence.

I understand that, if my application is successful, a disclosure from the Disclosure and Barring Service at the appropriate level, will be required.

Signed

Date

Data Protection Statement

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.

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.

Please return your completed application to:

bursar@rydeshill.com

Rydes Hill School

Aldershot Road

Guildford

GU2 8BP

Appendix C – Reference Request Letter



**Rydes Hill Preparatory School
Rydes Hill House
Aldershot Road
Guildford,
Surrey
GU2 8BP
Tel: 01483 563160
Email: bursar@rydeshill.com
www.rydeshill.com**

**Bursar
Mrs Kathryn Pillar**

xxx xxxxx 201x

IN CONFIDENCE

Mr xxxxx
Company Name
Address 1
Address 2
Town
County
Postcode

Dear Mr xxxxx,

Re: Reference Request for Mrs FIRST NAME LAST NAME

Mrs First Name Last Name has applied for the position of Job Title at Rydes Hill Preparatory School and has given your name as a referee. I would be grateful if you could complete the enclosed reference form and return it to me at the School, at your earliest convenience.

The government guidance on recruitment in schools requires me to ask you a number of detailed questions relating to First Name's 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 First Name's background, please simply write 'not known'.

As part of the School's commitment to safeguarding and promoting the welfare of children, you will see on the form that I need to ask you to provide me with information relating to First Name's disciplinary record and any allegations that have been made against him/her.

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

Yours sincerely,

**Kathryn Pillar
Bursar
01483 544971**

Appendix D – Professional Reference Request Form

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Aldershot Road, Guildford. GU2 8BP

CONFIDENTIAL REFERENCE FOR ABC FOR THE POSITION OF XYZ

<u>BACKGROUND</u>	
Please confirm how long have you known the candidate and in what capacity?	
<u>PERSONNEL MATTERS</u>	
Candidate's current/most recent position	
Dates of the candidate's employment with you (month and year.)	From: To:
How long have you worked/ did you work with the applicant?	
Please detail the key areas including duties and responsibilities undertaken by the candidate.	
Please confirm the reason for the termination of the candidate's employment.	
If the candidate was dismissed please confirm the reason for the dismissal and the surrounding circumstances.	
During her employment did the candidate perform her duties to your satisfaction?	
If you were dissatisfied, please explain the reasons for your dissatisfaction.	

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<p>During her employment did the candidate present him or herself professionally with colleagues and those he or she dealt with?</p> <p>Current/most recent Salary</p> <p>Sick leave: How many days was the candidate off work sick over the last 2 years?</p> <p>Do you believe that the candidate is physically and mentally fit to work in a school environment?</p> <p>If not, please elaborate, including where appropriate any reasonable adjustments which were made during employment to enable the candidate to perform her duties.</p>	
<p><u>SUITABILITY FOR POST</u></p>	
<p>Do you believe that the candidate has the ability and is suitable to undertake this position?</p>	
<p>What makes the candidate particularly suitable for this position?</p> <p>If you do not consider the candidate to be suitable, please elaborate</p>	

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<u>SUITABILITY TO WORK WITH CHILDREN</u>	
<p>Are you completely satisfied that the candidate is suitable to work with children?</p>	
<p>If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?</p>	
<u>DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS</u>	
<p>Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?</p>	
<p>If so please give details.</p>	
<p>Have there been any concerns about the candidate's behaviour towards children or young people?</p>	
<p>If so please give details, including the outcome of those concerns and how the matter was resolved.</p>	
<p>If the candidate's role involved no contact or responsibility for children or young persons please answer Not Applicable.</p>	
<p>Please confirm if you would re-employ the candidate.</p>	
<p>If no, please explain why not.</p>	
<p>Do you know of any reason why the candidate should not be appointed to a position that gives</p>	

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<p>unsupervised access to children and young people? If so, please give details.</p>	
<p>Under the School's Prevent duty we are advised to also ask referees: do you know of any involvement by the applicant in activities that might be described as "extremism" such as active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of <u>different</u> faiths and beliefs? If yes, please explain.</p>	

Signed Position

Please PRINT Name Contact Telephone Number:

Date

Please return to Mr Kathryn Pillar, Bursar, Rydes Hill Preparatory School and Nursery, Aldershot Road, Guildford, GU2 8BP or email to bursar@rydeshill.com

Appendix E – Character Reference Form



Rydes Hill Preparatory School, Aldershot Road, Guildford. GU2 8BP

CONFIDENTIAL CHARACTER REFERENCE FOR XXXXX FOR THE POSITION OF yyyyy

How long have you known xxxxx and in what capacity?

How well do you know xxxxx?

Are you related to xxxxx?

xxxxx has applied for the post of yyyyy at Rydes Hill School. Do you believe she has the ability and is suitable to undertake this position? If you do not consider xxxxx to be suitable, please elaborate.

Have you ever had any concerns about xxxxx behaviour towards children and young adults?

Are you aware of any concerns about xxxxx behaviour towards children or young people?

Name:

Date:

Address:

Signature:

Appendix F – Sample Staff Offer Letter



Rydes Hill Preparatory School
Rydes Hill House
Aldershot Road
Guildford,
Surrey, UK
GU2 8BP
Tel: 01483 563160
Email: bursar@rydeshill.com
www.rydeshill.com

Bursar
Mrs Kathryn Pillar

Date xx xxx xxxx

Xxxx
 Xxx
 Xx

Dear xxxx,

Thank you for attending the interview for the post of xxxxxx at Rydes Hill Preparatory School and Nursery.

I am delighted to confirm that subject to the appropriate checks, the School wishes to offer you employment as a xxxx with effect from xxxx 2017. You are contracted to work xxxx days a week. The FTE salary for this post is £xxxx, which equates to a pro-rata salary of £xxxx. This includes all INSET days for which you are expected to attend and no further remuneration is paid. All other terms are in accordance with the enclosed contract of employment.

This offer is conditional upon the following:

1. Receipt of at least two satisfactory references.
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK.
3. A satisfactory enhanced Disclosure and Barring Service (DBS) with list check. The DBS must be presented to the School within 21 days of issue.
4. Disqualification by Association
5. Satisfactory medical fitness; and
6. If relevant, evidence that you have not been prohibited from participating in the management of independent schools.

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

I enclose two copies of your contract of employment together with supporting documentation. I should be grateful if you would complete and sign one copy of your contract and return it to me, along with the forms, as soon as possible.

I should like to take this opportunity to welcome you to Rydes Hill. Mrs Bell and the team here look forward to a long and successful relationship.

With kind regards,

Kathryn Pillar

Appendix G – Induction Checklist for Non-Teaching Staff

<p><u>Non-Teaching Staff Induction Checklist:</u></p> <p><input type="checkbox"/> Safeguarding procedures</p> <p style="margin-left: 20px;">a. Safeguarding Policy/ Child Protection (P04)</p> <p style="margin-left: 20px;">b. Code of Conduct</p> <p style="margin-left: 20px;">c. Whistleblowing Procedures</p> <p style="margin-left: 20px;">d. Phase 1 KCSIE</p> <p style="margin-left: 20px;">e. Role of DSL & deputies</p> <p><input type="checkbox"/> Health & Safety (P38)</p> <p style="margin-left: 20px;">a. Manual handling</p> <p style="margin-left: 20px;">b. Working at height</p> <p style="margin-left: 20px;">c. Slips, trips and falls</p> <p style="margin-left: 20px;">d. Use of work station / display screen equipment</p> <p style="margin-left: 20px;">e. Protective clothing</p> <p><input type="checkbox"/> Anti-bullying Policy & procedures</p> <p><input type="checkbox"/> Fire Alarm + Major Incident Policy</p> <p><input type="checkbox"/> Accident Procedures, First Aid and RIDDOR</p> <p style="margin-left: 20px;">a. Staff Medication</p> <p><input type="checkbox"/> Mission Statement</p> <p><input type="checkbox"/> Social Media Policy and Use of ICT, Mobile Phones & Other Electrical Equipment</p> <p><input type="checkbox"/> Policies and where to find them.</p> <p><input type="checkbox"/> <u>Educare Online Training</u></p> <p style="margin-left: 20px;">a. Health & Safety In Education b. First Aid at Work</p> <p style="margin-left: 20px;">c. Fire Safety in Education 2016 d. First Aid Essentials</p> <p style="margin-left: 20px;">e. Safeguarding Young People</p> <p><input type="checkbox"/> Introduction to Staff, Pupils and Parents</p>	<p>Name <u>.....</u></p> <p>Start date:</p> <p>Department:</p>						
<p>Comments box</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>							
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">New member of staff signature:</td> <td style="border: none;">Date:</td> </tr> <tr> <td style="border: none;">Bursar's signature:</td> <td style="border: none;">Date:</td> </tr> <tr> <td style="border: none;">Headmistresses' signature:</td> <td style="border: none;">Date:</td> </tr> </table>		New member of staff signature:	Date:	Bursar's signature:	Date:	Headmistresses' signature:	Date:
New member of staff signature:	Date:						
Bursar's signature:	Date:						
Headmistresses' signature:	Date:						

Revised May 2017

Appendix H – Induction Checklist for Governors

<p><u>Governors Induction Checklist:</u></p> <p><input type="checkbox"/> Governing Body Structure & Sub-Committee</p> <ul style="list-style-type: none"> a. Finance b. Marketing c. Health & Safety d. Strategic Development e. Curriculum <p><input type="checkbox"/> Articles of Association</p> <p><input type="checkbox"/> Fire Alarm</p> <p><input type="checkbox"/> Policies</p> <ul style="list-style-type: none"> a. Safeguarding / Child Protection (copy of Policy P4) b. Keeping Children Safe in Education c. Health & Safety (copy of Policy P38) d. Early Years Policy e. Procedures for dealing with allegations of abuse against staff. f. Major Incident Policy <p><input type="checkbox"/> Staff Handbook:</p> <ul style="list-style-type: none"> a. Code of Conduct b. Whistleblowing Procedures <p><input type="checkbox"/> Conflicts of Interest</p> <p><input type="checkbox"/> Health Questionnaire</p> <p><input type="checkbox"/> Introduction to Staff, Pupils and Parents</p>	<p>Name:</p> <p>Start date:</p> <p>Department:</p>						
<div style="border: 1px solid black; height: 80px; margin-bottom: 10px;"></div> <p>Comments box</p>							
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Governor's signature:	Date:						
Bursar's signature:	Date:						
Headmistresses' signature:	Date:						

Revised May 17

Appendix I – Induction Checklist for Teaching Staff

<p><u>New Staff Information Checklist:</u></p> <ul style="list-style-type: none"> ○ Accident & Medicine procedures ○ Safeguarding <ul style="list-style-type: none"> ▪ Procedures ▪ Policy ▪ DSL, Deputy DSL & Early Years DSL ▪ Annex 1 of KCSIE 2016 ○ Anti-bullying Policy & procedures ○ Register guidelines ○ Marking Policy ○ Fire Alarm procedures ○ Break and lunch duty responsibilities ○ Masses ○ Corridor rules ○ Mission Statement ○ House Team points ○ Gold & Silver book ○ Staff meetings ○ SENCO coordinator ○ Liaising with parents ○ Pastoral issues – procedures ○ Academic issues – procedures ○ School outings – risk assessments and paperwork ○ Assemblies / Hymn practice ○ Staff Handbook <ul style="list-style-type: none"> ▪ Code of Conduct (use of mobile phones and social media etc.) ▪ Whistle blowing Procedures ○ Policies and where to find them ○ Major Incident Policy 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Name</p> <p>Start date:</p> <p>Class:</p> </div> <div style="border: 1px solid black; padding: 5px; min-height: 150px;"> <p>Comments box</p> </div>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">New member of staff signature:</td> <td style="width: 50%;">Date:</td> </tr> <tr> <td>Deputy Head (Pastoral) signature:</td> <td>Date:</td> </tr> <tr> <td>Headmistress signature:</td> <td>Date:</td> </tr> </table>		New member of staff signature:	Date:	Deputy Head (Pastoral) signature:	Date:	Headmistress signature:	Date:
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