

WINCHESTER COLLEGE

SCHOOL RECRUITMENT, SELECTION & DISCLOSURE POLICY & PROCEDURE FOR ALL STAFF – (Appendix 6 Child and Safeguarding Policy)

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1.0 Introduction

The school is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The school is also committed to providing a supportive and flexible working environment to all its members of staff. The school recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who shares this commitment.

The aims of the school's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, relationship status, maternity or paternity, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE) *Keeping Children Safe in Education* (September 2018) (**KCSIE**), *Disqualification under the Childcare Act 2006* (**DUCA**), the Prevent Duty Guidance for England and Wales 2015 (the **Prevent Duty Guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); the current Independent School Inspectorate Handbook (ISI); and the National Minimum Standards (NMS) for Boarding Schools;
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2.0 Recruitment Process – Application to interview

When a post becomes vacant, the Head of Department (HoD) should discuss the vacancy with the Human Resources Director (HRD) to decide whether or not the post is to be filled. Guidance will be taken from either the Headmaster (for academic vacancies) or Bursar (non-teaching vacancies) as to whether recruitment is justified. Usually the decision will be made to fill the vacancy. However, in some circumstances the vacancy may not be filled (e.g. restructuring, redeployment etc.).

Once the vacancy is agreed, the HRD will review the job description and person specification before placing appropriate advertising. The relevant HoD should draw up with the HRD an agreed timetable setting out interview questions and selection methods. All permanent vacancies, where possible, will be advertised on the school website, and may also be advertised on third party websites, in local media, etc. These advertisements will be coordinated by the HR Office.

All vacancies will have both a **job description*** and a **person specification**** which will be published online with the vacancy. These will, in the main, appear as a combined document, entitled 'job description'. The Child Protection Policy is part of the online, and paper if required, application process and it is a condition of applicants that they sign to acknowledge receipt; it is also published on the school's website, and is also available by request from recruitment@wincoll.ac.uk.

All applicants for employment will be required to complete an **online application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided.. A 'curriculum vitae' cannot be accepted in place of the completed application form.

Applications may be considered as they arrive. The school reserves the right to make an appointment prior to any closing date.

At the closing date, HR will send a complete set of applicants' forms and their details to the HoD (or an alternative coordinator, as specified by the HRD, after consulting with the Headmaster or Bursar).

Shortlisting should be made on the basis of the person specification criteria and must be objective, i.e. based on evidence of how candidates meet the criteria. Depending on the vacancy, shortlisting may be conducted either by an appropriate individual or by an appropriate shortlisting panel. The shortlisting individual or panel will decide, on the evidence given in the application form, which applicants best meet the criteria. Not all applicants who meet the minimum criteria are guaranteed an interview.

Telephone sift interviews maybe used in the selection of candidates at any stage in the process. Specifically in academic selection, the Deputy Head (Academic) may use the telephone interview to ascertain candidate's suitability and availability.

On confirmation of the shortlist, HR will write to all unsuccessful candidates.

Applicants may then be invited to attend a **formal interview**[†] at which relevant skills and experience will be discussed in more detail. All shortlisted applicants will be tested at interview about their suitability to work with children.

If a candidate requires adjustments to be made in order to attend and participate in the interview, he/she must request these when accepting the school's invitation to attend. There is an opportunity for this request to be made on the application form. Every effort will be made to meet the identified need.

In academic interviews, unless candidates specify otherwise, the school will, where possible, write for references after a candidate has been shortlisted. Ideally, all references will be available to the interview panel at the time of the interview. Candidates will also be expected to bring to the interview the original certificates of their relevant qualification(s) and also proof of identity, preferably in the form of a passport. A copy will be taken and retained with the candidate's application.

Candidates are required to present documentation to demonstrate their right to work in the UK before the interview may commence.

3.0 Pre-Interview Process

HR will communicate with all candidates as soon as possible after the closing date in the advertisement if they are to be invited for an interview.

The candidate will be interviewed by a series of managers using both one to one and panels with skills and expertise relevant to the post. If appropriate, these will include members of the Governing Body and/or external consultants.

- 3.1 Shortlisted candidates may be given details of the selection methods the school will be using. In normal circumstances this will include the following:
 - 3.1.1 a tour of the school site;
 - 3.1.2 a series of interviews, including panels of up to four managers, with preset questions for all candidates;
 - 3.1.3 in academic recruitment, a lesson designated by the Head of Department and marked by a teacher on the appropriate mark sheet; sufficient notice will be given of age and ability range of pupils and expected content of lesson via the appropriate form;
 - 3.1.4 in support departments, skills tests if applicable, set and agreed beforehand with the HRD;
 - 3.1.5 if applicable, psychometric tests to measure the competencies of candidates;
 - 3.1.6 if appropriate, an interview with the Headmaster or Bursar;
 - 3.1.7 all candidates will be asked the same core questions, with supplementary questions asked by managers as they see fit;
 - 3.1.8 every candidate will be assessed for their capability/fitness to work with children/young people;
 - 3.1.9 All interviewers will take notes during the interview. These notes will be kept with the candidate's application form.

4.0 Practical Assessments

4.1 Where practical assessments are used as part of the selection process they should aim to provide the following:

- 4.1.1 additional information about a candidate's knowledge, skills and aptitude; extra information for the selection process.
- 4.1.2 Appointments will not be made solely on the basis of practical assessment.
- 4.1.3 Candidates will be given the opportunity to receive professional feedback on their performance in assessments.

5.0 Other Information

The decision of the interview panel is made on the basis of information given during the process.

6.0 Recruitment and selection procedure

In accordance with the recommendations set out in the Guidance, KCSIE and the requirements of the Education (Independent School Standards) (England) Regulations 2010 and the NMS for Boarding Schools the school carries out a number of pre-employment checks in respect of all prospective employees.

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

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- verification of the applicant's employment history
- the receipt of two references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory;
- for teaching positions, confirmation from the Teaching Regulation Agency that the applicant is not subject to a prohibition order, has not failed their induction or probation or have a sanction imposed;
- the receipt of an enhanced disclosure from the DBS which the school considers to be satisfactory;
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School.
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School

- where the position amounts to 'regulated activity' confirmation that the applicant is not named on the Children's Barred List administered by the DBS*;
- verification of the applicant's medical fitness for the role (see section 7 below);
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and)
- verification of professional qualifications which the school deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

*** The School is not permitted to check the Children's Barred list unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e roles which would amount to the regulated activity if carried out more frequently.**

A check of the Children's Barred List is not permitted if an individual will not be undertaking 'regulated activity'. Whether a position amounts to 'regulated activity' must therefore be considered by the school in order to decide which DBS checks are appropriate. It is however likely that in nearly all cases a Children's Barred List check will be carried out.

7.0 Medical fitness

The school is legally required to verify the medical fitness of anyone to be appointed to a post at the school. Applicants will be asked to state that they are capable of fulfilling the job as outlined in the job description at application stage. In addition, a health screening questionnaire will be completed **after** an offer of employment has been made but **before** the appointment can be confirmed. The school will arrange for the information contained in the Health Questionnaire to be reviewed by the school's medical advisor, if applicable.

This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, and layout of the School etc. If the school's medical advisor has any doubts about an applicant's fitness, the school will consider reasonable adjustments in consultation with the applicant. The school may also seek a further medical opinion from a specialist, or request that the applicant undertakes a full medical assessment.

The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Pre-employment checks

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the Education (Independent School Standards) Regulations 2014 [* and the *Boarding schools: national minimum standards*] the School carries out a number of pre-employment checks in respect of all prospective employees.

In addition to the checks set out below the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

In fulfilling its obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

8.0 Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines). Candidates are required to provide the following:

- one document from Group 1 as listed in Appendix 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which **must** verify the applicant's current address as listed in Appendix 1;
- a document confirming the applicant's Right to Work in the UK, as listed in Appendix 2 (this may be the same document as being used as a Group 1 or Group 2 document for DBS purposes);
- original documents confirming any **relevant** educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The school asks for the date of birth of all applicants (and proof of this) to assist with the vetting of applicants . Proof of date of birth is necessary so that the school may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The school does not discriminate on the grounds of age.

9.0 References

In the case of teaching appointments, where possible, references will be taken up on short-listed candidates prior to interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the school. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment

does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of 'Extremism' (see the definition of "extremism" at section 8 below). All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious;
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious;
- whether the applicant could be considered to be involved in 'extremism' (see the definition of 'extremism' at section 8 below)

(*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

The school will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

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

Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarifications before an appointment can be confirmed.

If factual references are received i.e those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although an additional references may be sought before an appointment can be confirmed.

[* The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.]

All internal candidates who apply for a new role at the School will have their application assessed in accordance with this procedure. References will be taken up on all internal candidates as part of the application process but can be provided by colleagues as the School will be the most recent employer.

The NMS for Boarding Schools recommends that direct contact be made with the referees of any person applying for a position working with boarders. The school goes beyond those standards by making direct inquiries with referees of applicants for all positions where possible.

The application form requires all applicants to supply a full employment history. Applicants should understand that the school may approach any previous employer for information.

Wherever feasible, before appointment, the school will contact each previous employer involving work with children or vulnerable adults to check the reasons the employment ended.

The school will require an explanation of any gaps in an applicant's CV and the HRD will make a written record that explanations for any gaps in the CV of a successful applicant have been sought and are satisfactory.

10. Prohibition Checks

10.1 Prohibition from teaching check

The School is required to check whether staff who carry out "teaching work" are prohibited from doing so. The School uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition the School asks all applicants for roles which involve "teaching work" (and their referees) to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

It is the School's position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves "teaching work". Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The School carries out this check, and requires associated information, for roles which involve "teaching work". In doing so the School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

In addition, for all appointments made on or after 18 January 2016, where an applicant has carried out teaching work outside of the UK the School will ask the applicant (and their referees) whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the Teaching Regulation Agency Teacher Services system.

10.2 Prohibition from management check

The School is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a **section 128 direction**).

This check applies to appointments to the following positions made on or after 12 August 2015:

- Head
- teaching posts on the senior leadership team
- teaching posts which carry a departmental head role; and
- support staff posts on the senior leadership team.

It also applies to appointments to the governing body.

The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The School will use either, or both, methods to obtain this information.

In addition the School asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

It is the School's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or

hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

11.0 Criminal Records Check

Due to the nature of the work, the school applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as 'spent' under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the school.

As of 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions, details can be found in the school's policy on the recruitment of ex-offenders.

The school applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the school which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of, the school (whether paid or unpaid), will amount to 'regulated activity' if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the 'period condition', meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

This definition will cover nearly all posts at the school. Limited exceptions could include an administrative post undertaken on a temporary basis in the school office outside of term time.

It is for the school to decide whether a role amounts to 'regulated activity' taking into account all the relevant circumstances.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the school. It is a condition of employment with the school that the **original** disclosure

certificate is provided to the school, in person, within two weeks of it being received by the applicant. A convenient time and date for doing so should be arranged with the HR Office as soon as the certificate has been received. Original certificates should not be sent by post. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within [* two weeks] of the original disclosure certificate being received. Certified copies must be sent to the HR Department. Where a certified copy is sent, the original disclosure certificate must still be provided [*prior to the first day of work/on the first working day].

Employment will always remain conditional upon the original certificate being provided and it being considered satisfactory by the school before starting work.

If there is a delay in receiving a DBS disclosure the Headmaster, Bursar, or HRD has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s) if this is practically possible.

The School takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants, which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years. However, the School recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The School therefore assesses each applicant's situation on its individual facts.

Where applicants are provide further overseas information this will include a criminal records check from the relevant jurisdiction(s) or a certificate of good conduct (as appropriate) and/or references from any employment held.

Work can only commence once sufficient overseas information has been received and only if the School has considered that information and confirmed that the applicant is suitable to commence work at the School.

12.0 Volunteers

The school will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the school (the definition of regulated activity set out in section 10.0 above will be applied to all volunteers).

The school will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the school has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with pupils.

It is the school's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more. Those volunteers who are likely to be involved in activities with the school on a regular basis may be required to sign up to the DBS update service as this permits the school to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the school will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source;
- an informal safer recruitment interview.

13.0 Visiting speakers and the Prevent Duty

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The school is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the school.

All visiting speakers will be subject to the School's usual visitors protocol in the Visitors and Security Policy. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The school will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so the school will always have regard to the Visitors and Security Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

14.0 Contractors and Agency Staff (Supply Staff)

Agencies and Contractors who supply staff to the school must also complete the pre-employment checks which the school would otherwise complete for its staff. The school requires confirmation that these checks have been completed before an individual can commence work at the school.

The school will independently verify the identity of staff supplied by contractors or an agency in accordance with Section 8 above and requires the provision of the DBS disclosure certificate before those individuals can commence work at the School.

More detailed Policy Guidance can be found in the school's policy on the use of contractors and supply staff.

15.0 Whistleblowing and exit interviews

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the whistleblowing policy, the safeguarding policy and the Staff code of conduct). Safeguarding children is at the centre of the School's culture and is accordingly considered formally during staff performance development reviews and appraisal and finally at an exit interview which may be held with leavers.

The school's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, but is under no obligation to do so.

Referrals to the DBS and Teaching Regulation Agency

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the Teaching Regulation Agency.

16.0 Queries

If an applicant has any queries on how to complete the application form or any other matter he/she should contact the HR Office via recruitment@wincoll.ac.uk.

17.0 Policy Review

This policy will be reviewed annually to ensure it complies with current legislation. It may be reviewed more frequently, upon the updating of relevant legislation.

* The **job description** describes the post in detail and is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is not exhaustive and may be changed from time to time to meet changing circumstances and demands. It will not form part of the post holder's contract of employment.

** The **person specification** is a list of criteria identifying the skills, knowledge, abilities, aptitudes and qualifications or experience required to carry out the duties of the job effectively. The criteria must be clear, fair and justifiable, but not directly or indirectly discriminatory. The criteria must also be job-related, reasonable and focussed on skills rather than personality. Specific headings are:

- Qualifications and experience – what qualifications or equivalent (where there is a specific requirement for the job) and experience the candidate needs;
- Knowledge, skills, aptitude and abilities – the other qualities the candidate will need in order to do the job.

The person specification should identify which criteria are essential and which desirable.

† The **formal interview** may be either a one-to-one interview or a panel interview. It may involve more than one stage. The nature and complexity of the interview will depend on the nature and complexity of the role being applied for. Candidates will be informed of the nature of the interview when they are invited to interview.

Appendix 1 List of valid identity documents

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photocard - full or provisional (UK / Isle of Man / Channel Islands and EEA)
- birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence (photocard - full or provisional (all countries outside the EEA excluding Isle of Man and Channel Islands)
- current driving licence (paper version; UK / Isle of Man / Channel Islands and EEA; full or provisional)
- birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- immigration document, visa or work permit (issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non EEA country in which the role is based)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

All driving licences must be valid.

Group 2b: Financial and social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society statement (countries outside the EEA)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA)*
- financial statement - e.g. pension, endowment, ISA (UK)**
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands)**

- letter of sponsorship from future employment provider (non UK / non EEA only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK; not mobile telephone bill)*
- benefit statement - e.g. child benefit, pension (UK)*
- a document from central or local government/ government agency / local council giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs, Jobcentre, Jobcentre Plus, Social Security (UK and Channel Islands) *
- EU national ID card (must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of applications)
- letter from Head or College Principal (for 16-19 year olds in full-time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application).

Note

If a document in the list of valid identity documents is:
denoted with * - it should be less than three months old
denoted with ** - it should be less than 12 months old