

LYCÉE INTERNATIONAL DE LONDRES

WINSTON CHURCHILL

(The “School”)

Policy #19: Policy and Procedure for Safer Recruitment

Mission

Through a rigorous, bilingual programme and innovative methods, we educate students to become responsible, creative and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

Introduction

The School is committed to providing the highest education and care to its students and to safeguarding and promoting the welfare of young people within the School’s care. The School recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber and moral standards who share this commitment.

The aims of the School’s Safer Recruitment Policy are to ensure:

- the best staff are recruited based on their skills, experience, abilities and suitability for the position
- all job applicants are considered equally and consistently
- no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or

age

- compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE) - September 2022, the Prevent Duty Guidance for England and Wales 2015 (The Prevent Duty Guidance), Education (Independent School Standards) Regulations 2014, Independent School Inspectorate (ISI) CCR and any guidance or code published by the Disclosure and Barring Service (DBS)
- the School meets its commitment to safeguarding and promoting the welfare of children and young people by completing all the necessary pre-employment checks. Team members involved in the recruitment and employment process receive appropriate safer recruitment training and are responsible for familiarising themselves and complying with the provisions of this policy. Members of the Senior Leadership Team are available to provide advice relating to this policy.

1. Data Protection

The School is legally required to carry out the pre-employment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency, both in the UK and the equivalents abroad for teachers who have worked abroad and foreign nationals (Letter of Professional Standing). Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Privacy Statement, School's Data Protection Policy and Data Protection Regulations.

2. Advertising

All positions will be advertised internally via the school's website. Applications from existing staff are prioritised.

External applications are invited to apply via the school website. All advertisements include a statement of the school's commitment to the safeguarding of children, Equal Opportunities and Disclosure and Barring Service clearance requirements. The

following information is available from the School's website:

- Further details outlining the core competencies and key responsibilities of the post
- Person specification detailing skills, experience, qualifications, relevant knowledge and suitability to work with children
- Safeguarding and Safer Recruitment Policies
- A statement of the School's commitment to safeguarding and promoting the welfare of children and completion of all safeguarding checks prior to appointment.

3. Application and Selection Process

The School creates a culture that safeguards and promotes the welfare of children and as part of this culture, adopts robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities.

All external applicants are required to complete the School's online application form containing questions about their academic and employment history and their suitability for the role. The application form requires the applicant to account for any gaps or discrepancies in employment history. Incomplete applications will not be shortlisted. The full application includes a declaration regarding convictions and working with children. Relevant documents or curriculum vitae may be attached to support their application. A curriculum vitae will not be accepted in place of a completed application form.

Applicants are required to complete an online application form in full via the school's chosen ATS (Applicant Tracking System). CVs received from recruitment agencies are accepted but once a candidate is hired, they are required to complete an online application form via the School's website.

The School will conduct a shortlisting exercise, which will be performed initially by the HR & Staff Wellbeing department and then the Head of Department along with their team in order to determine which applicants will be invited for interview. Every Team member is encouraged to participate in the recruitment process. Applications will be assessed on merit. Interviews may be arranged at any stage. Any applications received after the closing date may not be included for shortlisting unless extenuating circumstances apply. Completed applications are acknowledged upon receipt by the

School's chosen ATS.

References are normally requested for shortlisted applicants at final interview stage to allow any concerns to be discussed with the candidate at final interview.

All shortlisted applicants will be required to complete a 'suitability to work with children self declaration form' prior to interview in which they will be asked to provide information about their criminal records history, both in the UK and overseas (where relevant), and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants by the HR & Staff Wellbeing department.

The interview panel has access to the ATS and each candidate's application form, supporting documentation and references (if available). Panel members are responsible for assessing the applicant's qualifications, relevant experience and references against the interview grid, core competencies and person specification set out in the job description. Appropriate comments on reasons for selection or otherwise will be recorded on the grid so that the relevant information is available should the applicant request feedback. All shortlisting and interviews will include a panel of at least two members of staff as follows:

- 1st interview: the Line Manager / Head of Department and a member of their team
- final interview: Two members of the Senior Leadership Team

This will ensure that a fair and open shortlisting and interview process takes place and that complaints of discrimination are minimised. At least one panel member at each stage will have completed their online Safer Recruitment Training.

4. Interviews

Shortlisted applicants will be invited to attend a formal interview, which will be conducted by a panel of two interviewers face-to-face or online (zoom).

In addition to the standard interview arrangements such as time and place, directions to the venue or link to zoom (if applicable), the invitation to interview explains to the candidates how the interview will be conducted and whether any testing will take place.

Candidates are asked to bring to interview documentation that verifies their identity for the purposes of the DBS, such as passport, driving license and utility bill (to prove

current address), their right to work in the UK and supporting qualifications as detailed on their application form. For interviews that take place online, interview candidates are asked to verify their identity by showing official identification on screen during the interview. The successful candidate will then be asked to attend the School to present their original documents, including Right to Work.

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. Staff members involved in the interview process will meet before the interview to familiarise themselves with the interview grid criteria.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- Safeguarding questions - this is on the interview grid;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- whether the candidate wishes to declare anything in light of the requirement for a DBS check.

If for any reason references cannot be obtained before the interview, the candidate should also be asked at the interview if there is anything they wish to declare or discuss in light of the questions that will be put to their referees. ~~It is vital that the~~ References are obtained and scrutinised before the appointment is confirmed and before they start work.

In accordance with the Equal Opportunities Policy, any disabled person who applies for a position at the School and meets the essential minimum criteria for the post will automatically be given an interview.

5. Employment References

References will be taken up in writing, in a timely manner, by the school on shortlisted candidates prior to final interview wherever possible and appropriate. References must be personal and confidential between the previous employers and the school: "To whom it may concern" letters will not be accepted.

The school treats all references given or received as confidential which means that

the applicant will not be provided with a copy.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions and the use of a reference pro forma will help to achieve this. No questions will be asked about health or medical fitness prior to any offer of employment being made. All referees will be provided with a job description for which the applicant has applied and the pro-forma asks whether they believe the applicant is suitable for the job for which they have applied; whether they have any reason to believe that the applicant is unsuitable to work with children and whether the applicant has been the subject of disciplinary procedures including involving issues related to the safety and welfare of children or young people or behaviour towards children and young people.

Where telephone references are requested, the HR & Staff Wellbeing Department will read out the questions on the pro-forma and complete it.

A minimum of two references will always be sought which must cover recent work history. If the applicant is not currently working with children but has done so in the past, their previous employer whilst working with children should be contacted for a reference.

For teachers, references must emanate from the Head of School/Principal/Executive Director (or equivalent) of the previous workplaces.

References are always sought and obtained directly from the referee. Management will not rely on references or testimonials provided by the candidate, or open references, i.e. 'To Whom It May Concern'.

References are sought on all shortlisted candidates and aim to be obtained before the final interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to the current employer being approached at that stage. The Head of School should decide whether to accede to a candidate's request to delay contacting the referee until after the interview.

Where references have not been received in good time before appointment, the references will be followed up and alternative referees approached if needed.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or where an allegation was determined unfounded and no further issues have been raised are less likely to cause concern than more serious or

recent events. A history of repeated concerns or allegations over time is likely to give cause for concern.

6. Conditional Offer of Employment and Pre-employment Checks

If the school decides to make an offer of employment following the formal interview, any such offer will be conditional on the satisfactory completion of mandatory pre-employment checks as follows:

- verification of the applicant's identity against official documents (See Appendix 1);
- where an applicant claims to have legally changed his/her name eg. marriage, adoption, or statutory declaration), they will be required to provide documentary evidence of the change
- the receipt of at least two satisfactory references;
- verification of the candidate's eligibility to work in the UK ;
- obtaining a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity /obtaining a separate barred list check if an individual will start work in a regulated activity before the DBS check is available (but after applying for the check);
- if the person has lived or worked outside the UK, make any further checks the School considers appropriate (e.g. *casier judiciaire* for French nationals);
- verification of the candidate's medical fitness ;
- verification of qualifications;
- verification of professional status where required e.g.: *titularisation*, QTS status, etc;
- verification that a candidate to be employed as a teacher is not the subject of a prohibition order;
- A signed contract of employment
- A letter (via the applicant) from the professional regulating authority in the country or countries in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and /or that they are aware of any reasons why they may be unsuitable to teach or work with children.
- Online searches, in accordance with paragraph 221 of KCSIE
- Any further checks which the School decides are necessary

In accordance with the recommendations set out in KCSIE, the School carries out a number of pre-employment checks in respect of all prospective employees and

volunteers (where applicable). 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 online searches of the applicant. In fulfilling its obligations to carry out pre-employment checks the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partner status, gender reassignment, disability or age

All checks are retained and recorded on the HR file (subject to certain restrictions on the retention of information imposed by DBS regulations), and followed up where they are unsatisfactory or if there are discrepancies in the information provided.

In the following instances, the facts should be reported to the police and/or the barring services/home office:

- where the candidate is found to be on the barred List, or the DBS Disclosure shows they have been disqualified from working with children by a court;
- where an applicant has provided false information in, or in support of, their application;
- where there are serious concerns about an applicant's suitability to work with children.

Note: there is no requirement to obtain a DBS certificate before the applicant starts work in the School if the applicant has worked in a school in England in a post which brought them into regular contact with children in the three months prior to their appointment but a Barred list check must be done. A DBS check must still be applied for (unless the applicant is registered with the Update Service, in which case the school will check the Update Service before the applicant starts work).

7. Disclosure and Barring Service (DBS) Checks & Update Service

Prior to appointment the School applies for an enhanced disclosure from the Disclosure and Barring Service and a check of the Children's Barred List/List 99 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:

- involves teaching, coaching, instructing or supervising children which is carried out on a regular basis for or in the school ie. Where the work gives opportunity for contact with children but excluding supervised volunteers
- involves providing intimate or personal health care
- is carried out frequently, meaning once a week or more often; or
- is carried out overnight, meaning between 2.00am and 6.00am; or
- satisfies the "period condition" meaning four or more days in a 30-day period; or
- 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. The majority of posts at the School will amount to 'regulated activity'.

Where other staff (ie. contractors or supervised volunteers) are not engaged in 'regulated activity', an enhanced DBS check without a Children's Barred List is obtained. It is for the School to decide if a role amounts to 'regulated activity' taking into account all the relevant circumstances. This check, along with other relevant checks, will be completed in advance and recorded on the School's Single Central Register of safeguarding checks.

The DBS issues a DBS certificate to the applicant only. It is a condition of employment with the School that the original disclosure certificate is shown to the School. Applicants are asked to bring the original certificate into the School prior to their start date or no later than the first working day. Employment will remain conditional upon the original certificate being provided and subject to the safeguards below.

If there is a delay in receiving a DBS check and there is a requirement for the individual to start work (for example, if the individual is a foreign national and does not yet have a permanent address or proof of new address), the Head of School has the 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 (List 99) where the position amounts to 'regulated activity'), has been completed. A risk assessment will be completed to determine whether supervision is needed. If yes, appropriate supervision arrangements by a member of staff will be put in place during this interim period and documented until the DBS disclosure certificate is provided and the individual is informed of these safeguards. Temporary supervision arrangements are reviewed to establish the appropriateness of these

arrangements every two weeks.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will conduct a risk assessment meeting with the individual to assess:

- the seriousness and relevance of the disclosure to the post they have applied for
- how long ago the offence occurred, whether it was a one-off offence or one of other historical events
- the circumstances around the incident(s)
- whether the individual has accepted responsibility and shows remorse
- the level of risk to students and staff
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- any adjustments or considerations to be made and relevant timescale.

The Head will assess the facts and whether or not to continue with the appointment.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. Where these applicants have lived or worked overseas for 3 months or more in the last 10 years, they will also be asked to provide further information, including a criminal record check from the relevant jurisdiction(s) and/or additional professional references from any employment held. If they are unable to provide an Overseas Police check, the School will complete this check independently prior to their start date.

The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country. If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process. The School will take proportionate risk based decisions on a person's suitability in these circumstances and all suitability assessments are documented and retained on file.

Where an applicant has subscribed to the DBS Update Service (providing a portable disclosure) the School will request sight of their original DBS certificate and (with their permission) complete a 'status check' prior to their start date to establish

whether their DBS certificate is at the enhanced level and remains current with no additional criminal records, convictions, cautions reprimands and warnings held on the Police National Computer.

8. Prohibition from Teaching

The School checks whether staff who carry out “teaching work” are prohibited from doing so (whether or not they have qualified teacher status). 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. The School recognises that a prohibition from teaching order may not last indefinitely.

In addition the School asks all applicants to declare 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.

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 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 students;
- delivering lessons to students;
- assessing the development, progress and attainment of students; and
- reporting on the development, progress and attainment of students.

The above activities do not amount to “teaching work” if they are supervised by a qualified teacher or other person nominated by the Headmaster or designate. 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.

These checks apply to appointments made after 1 April 2012 (completed retrospectively following the availability of the Teaching Regulation Agency Teacher Services system in April 2014).

As from 1 January 2021 the regulators of the teaching profession in the EEA cease to share information with the Teaching Regulation Agency about sanctions imposed on teachers and therefore this check ceases to be a requirement from this date. The School will continue to carry out additional overseas checks on teaching applicants who have worked in a teaching role outside the UK. Wherever possible, the School will obtain a letter of professional standing issued by the professional regulatory authority in the country in which the applicant has worked. This will confirm whether an individual has ever been referred to, or are the subject of a sanction, restriction or prohibition issued by a regulator of the teaching profession.

If no information is available from a particular country, the School will carry out an assessment of whether the applicant is suitable to work at the School based on all other suitability information that has been obtained. The School will take proportionate risk-based decisions on a person's suitability in such circumstances. All suitability assessments will be documented and retained on file.

9. Single Central Register

An electronic copy of the Single Central Register of all current members of staff at the School is maintained for the academic year in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This document details all Governors, teaching and support staff, staff appointed from overseas, peripatetic music teachers, sports coaches, casual employees, students paid to work at the School, volunteers, and supply staff (recruited directly by the school), and regular contractors and those employed by third party organisations in regular contact with children, where they are not covered by a written confirmation by their employment business that the relevant checks have been carried out and appropriate certificates received. The Single Central Register records the date that all the pre-employment checks are undertaken and the person who has completed them. The Head of the HR & Staff Wellbeing Department regularly audits this with their team.

10. Induction Training

An induction programme is organised at the end of August to prepare all staff, new and existing, for the start of the new academic year.

The purpose of the induction is to:

- provide training and information about the School's policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been appointed;
- confirm the conduct expected of staff within the School;

- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities;
- enable the person's line manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The training includes but is not limited to:

- Safeguarding and child protection policy and procedures (updated regularly)
- Fire Awareness training
- General Data Protection Regulation
- Team Handbook which includes safe practice and the standards of conduct and behaviour expected of staff. School staff have access to an electronic copy of the Handbook on the Staff Portal and are required to sign a digital receipt sent by the HR & Wellbeing department every academic year to acknowledge receipt.

School photo identity badges are issued and worn by all individuals working regularly on the school site.

11. Governors

Governors of the School are required to undergo the relevant checks as soon as practicable after their appointment is confirmed. A check of their identity, confirmation of their address and right to work in the UK is made in order that a DBS Enhanced clearance check can be submitted.

The DBS check includes Section 128 of the Education and Skills Act 2008 which prohibits any barred individual from taking part in independent school leadership or management. This check can also be completed via the Teaching Regulation Agency (TRA) Teacher Services system. If the Governor has lived or worked outside of the UK for 3 months in the last 10 years, further checks of good conduct or an Overseas Police check of the relevant country or countries will be undertaken. A record of the checks completed is made on the School's Single Central Register.

Upon joining, all Governors are invited to attend an approved online training programme on safeguarding with refresher courses arranged either face-to-face or online every two years.

12. Contractors, Service Providers and Supply Agency Staff

Contractors, service providers and supply agency staff from third party organisations engaged by the School undertaking regulated activity, must complete the same checks for their employees that the School is required to complete for its own staff. The School requests confirmation from regular contractors in writing that all appropriate checks have been completed before an employee of the third-party organisation carries out work at the School. The School requires written confirmation from the contractor that it has completed these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School. Confirmation of these checks is maintained separately or included in the School's Central Register.

If an individual working at the school is a self-employed contractor, the School will obtain a DBS enhanced check where they are not able to make an application to the DBS on their own account.

Student teachers (unless employed by the School) are checked by the supplying teacher training provider. Written confirmations of checks are obtained prior to placement and DBS Enhanced certificates and photo identity is requested on their first day.

The School will independently verify the identity of individuals supplied by contractors or an agency and sight of the original DBS Enhanced clearance certificate of staff supplied by agencies or contractors, service providers and student teachers before those individuals can commence work at the School.

13. Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with students at or on behalf of the School. 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 students in their care. If the volunteer is supervised daily and not in 'regulated activity', a DBS

without Children's Barred List is obtained.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with students. The School will also seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances.

14. Retention of Recruitment Records

If an applicant is unsuccessful, all personal data verifying their ID, address and qualifications are managed in line with the school's chosen ATS software privacy notice.

Where an applicant is successful, the School will retain any relevant information provided as part of the application process on their HR file. This will include copies of documents used to verify identity, right to work in the UK, medical fitness, online search results (if applicable) and qualifications (where applicable). Medical information may be used to discharge its obligations as an employer eg. consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issues. Staff records are retained by the School as per the Retention of Records policy #30, which can be found on the school's website.

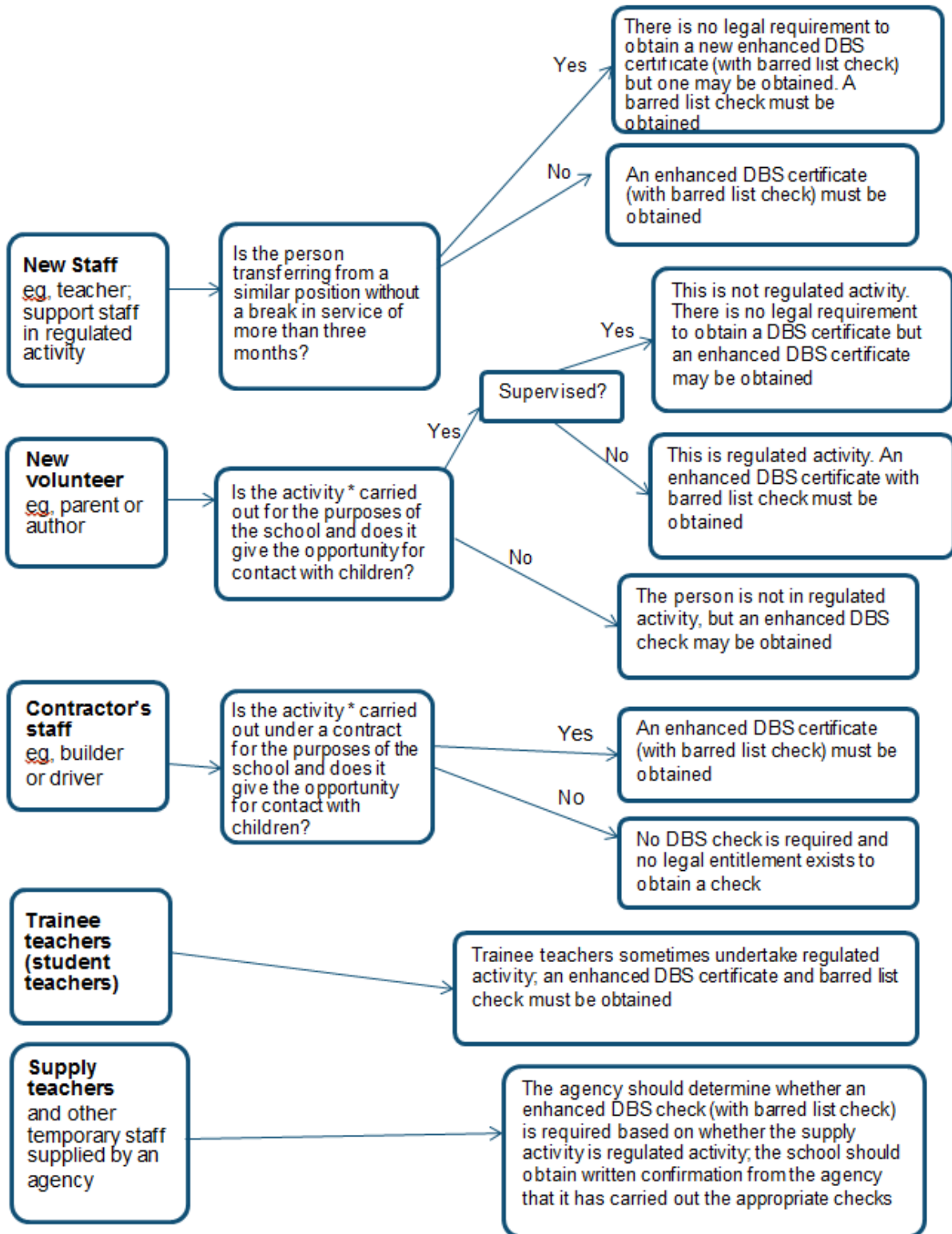
This Safer Recruitment Policy is available on the school's website.

Policy created in January 2015

Reviewed in:

- April 2023
- February 2023
- October 2021
- March 2018
- May 2017
- August 2016
- March 2016
- June 2015

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



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

Appendix 1 List of Valid Identity Documents

All applicants who are invited to interview will be required to bring/show evidence of identity, right to work in the UK, address and qualifications to the HR & Staff Wellbeing department, in compliance with the DBS identity check guidelines:

- one document from Group 1, and
- two further documents from either Group 1 and Group 2a or Group 2b, one of which must verify the applicant's current address.

Where an applicant has changed their name by deed pole or any other means (eg. marriage, adoption, or statutory declaration) they 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) in accordance with KCSIE. Proof of date of birth is necessary so that the School may verify the identity of and check of any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

Group 1: Primary Trusted Identity Credentials

- Current valid passport
- Biometric residence permit (UK)
- Current driving license photocard, full or provisional (UK, Isle of Man, Channel Islands and EEA)
- Birth certificate issued within 12 months of birth (UK, Isle of Man & Channel Islands including those issued by the authorities overseas (eg. Embassies, High Commissions and HM Forces)
- Adoption Certificate (UK and Channel Islands)

Group 2a: Trusted Government/State Issued Documents

- Current driving license photocard - full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- Current driving license paper version if issued before 1998 - full or provisional (UK / Isle of Man and Channel Islands)
- 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 UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non UK country in which the role is based)

- HM Forces ID card (UK)
- Firearms license (UK, Isle of Man and Channel Islands)

All driving licenses must be valid

Group 2b: Financial/Social History Documents

- Mortgage statement (UK)**
- Bank/building society statement (UK and Channel Islands)*
- Bank/building society statement (countries outside the UK)*
- Bank/building society account opening confirmation letter (UK)*
- Credit card statements (UK)*
- Financial statement eg. 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 only; valid for applicants residing outside the UK at the time of application and which must be valid at time of application)
- Utility bill (UK) - not mobile telephone*
- Benefits statement (UK) eg. child benefit, pension*
- A document from central or local government, government agency, local council giving an entitlement eg. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs, Job Centre, Job Centre Plus, Social Security (UK and Channel Islands)*
- EEA National ID card (must be valid at time of application)
- Irish passport card (cannot be used with an Irish Passport and must be valid at the time of application)
- Cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of the application)
- Letter from the Head or College Principal for 16-19-year-old students 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

Appendix 2 Criminal Records Check (DBS)

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. With effect from 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 filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the School during the recruitment process it must be disregarded when making a recruitment decision.

A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filteredfrom-a-criminal-record-check>

The filtering rules have recently been updated and work as follows:

For those aged 18 or over at the time of an offence

A spent criminal conviction for an offence committed in the United Kingdom when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by the job applicant) if: (a) eleven years have elapsed since the date of the conviction; (b) it did not result in a custodial sentence; and (c) it was not imposed for a "specified offence". A spent caution for an offence committed when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if: (d) six years have elapsed since the date it was issued; and (e) it was not issued for a "specified offence".

For those aged under 18 at the time of an offence

A spent conviction for an offence when a person was under the age of 18 will not be

disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

(a) five and a half years have elapsed since the date of the conviction;

(b) it did not result in a custodial sentence; and

(c) it was not imposed for a "specified offence".

A caution issued for an offence committed when a person was under the age of 18 will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).

Disclosure and Barring Service (DBS) Checks & Update Service

Appendix 3 The Legal Framework

Bichard Enquiry Report 2004

Data Protection Act 2018

Department for Education (DfE): The Independent School Standards - Guidance for Independent Schools (GIS) - September 2019

Disclosure and Barring Service (DBS) Employer Guide

Education (Independent School Standards) (England) Regulations: 2014 - effective January 2015

Equality Act 2010

General Data Protection Regulation: May 2018

Immigration Asylum and Nationality Act 2006

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