**Ysgol Uwchradd Y Frenhines Elisabeth**

**Queen Elizabeth High School**



***Moving Forward Together***

***SAFER RECRUITMENT POLICY***

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| **Finance & General Purpose Committee****Date established by Governing Body: 4th July 2007****Responsible Person – Mr Dave Williams** **Designated role – Head Teacher****Chair of Governors signature – Jeremy Griffith****Review Date – 18th November 2024****Next Review – Autumn Term 2027** |

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**INTRODUCTION**

1.1 This policy is to be read in conjunction with the schools policies & procedures on safeguarding including Child Protection and with reference to LA re-deployment, pre-employment checks including references and DBS.

1.2 The purpose of this policy is to set out the recruitment process that aims to:

* attract the best possible applicants to vacancies;
* deter prospective applicants who are unsuitable for work with children or young people;
* identify and reject applicants who are unsuitable for work with children and young people.

This policy covers the recruitment and selection of all staff that comes within the remit of the governors of Queen Elizabeth High school.

1. **POLICY STATEMENTS**

Policy statements may be included in:

Publicity materials, recruitment advertisements, candidate information packs, person specifications, job descriptions and induction training.

Recruitment and selection

The school is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing children in the school with a high-quality education. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school’s performance and fundamental to ensuring the best life chances for each child.

Safeguarding

The governors of this school are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Equal opportunities

No employee or applicant will be unlawfully disadvantaged on the grounds ofrace, colour, nationality, ethnic or national origins, language, disability, religion, age, gender, gender reassignment, sexual orientation, parental, marital or civil status. This policy will be applied consistently to all.

Queen Elizabeth high School’s Safer Recruitment Policy aims to ensure that appointments to posts at all levels within the school are made in accordance with sound principles of equality of opportunity and safer recruitment. This will enable our school to attract applicants from a wide range of diverse backgrounds who have the skills, experience and attributes to complement our workforce, enhance our school’s performance and provide safe, quality education to the community of Carmarthenshire.

1. **APPOINTMENT TO HEAD AND DEPUTY HEAD TEACHER POSTS**

3.1 There are statutory requirements for the appointment of head teachers and deputy head teachers. These requirements change from time-to-time with legislation and will take precedence over this school policy. The governors will seek advice when appropriate.

3.2 The governors are responsible for recruitment and all checks carried out for these roles.

1. **IDENTIFICATION OF RECRUITERS**

4.1 Subject to the availability of training, the school will move towards a position in which at least one member of the appointment panel has received training in safe recruitment practices.

4.2 The Governors are responsible for recruitment and selection of all employees; however this responsibility is delegated to the head teacher for recruitment of staff outside the leadership group including the following:

* *Supply teachers and staff acquired through an agency; (it’s not the school policy to recruit staff directly).*
* *Teachers and support staff required for a temporary contract for a period of 4 months or less (unless renewing a contract which has already been in place for 4 months);*
* *Support staff for all posts;*
* *Volunteers*

4.3 The head teacher is responsible for the recruitment and vetting checks carried out on all workers in the school excepting the head teacher and deputy head teacher.

1. **IDENTIFICATION OF A VACANCY TO BE ADVERTISED**

5.1 Each time a vacancy occurs the school will take the opportunity to review the school staffing structure and the duties of the post, bearing in mind the school development plan, pupil requirements, improving efficiency and the budget available for the foreseeable future.

1. **APPLICATION PROCESS**

6.1 Advertisements for all posts will include the following statement:

*“All post holders are subject to a satisfactory enhanced criminal record disclosure obtained from the Disclosure and Barring Service (DBS).”*

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

6.2 Prospective applicants will be supplied, as a minimum, with the following:

* job profile
* person specification;
* the school’s Safeguarding Policy including Child Protection;
* an application form

6.3 The job profile for each post will detail the extent of the relationship/contact with children and the degree of responsibility for safeguarding and promoting the welfare of children that the post holder will have. The person specification will include specific reference to suitability to work with children.

* 1. All prospective applicants must complete, in full, an application form. The governors will not accept a job application without an application form.
1. **SHORT LISTING**

7.1 Where feasible this will be carried out by the same panel who will be interviewing the candidates. Governors will be involved in all shortlisting of permanent posts. The short-listing of candidates will be against the person specification for the post. All candidates will be assessed equally against the criteria contained in the person specification.

7.2 All applications will be scrutinised to ensure they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies; to identify any gaps in employment. Incomplete applications will not be accepted.

7.3 Any anomalies, unexplained gaps in employment and unclear career or salary progression will be explored fully at the interview stage with confirmation from references and other appropriate sources.

1. **REFERENCES**

8.1 References will be requested before the selection stage, so that any queries can be identified and clarified with the applicant at interview or as soon as possible. **In the event that references for the preferred candidate are not available for the panel at the interview, a job offer may *not* be made subject to satisfactory references. In some cases the decision may be deferred with the panel adjourning and reconvening when the written references are available.**

8.2 Two references will be sought directly from the referees for internal and external applicants. An internal reference pro forma is required (Appendix 9). References or open testimonials provided by the candidate will never be accepted instead of references obtained directly from the referees. References from relatives will never be accepted.

8.3 Where necessary, the chairperson (or nominated member) of the recruiting panel will contact referees by telephone or email in order to confirm authenticity and/or clarify any anomalies or discrepancies. A detailed written note will be kept of the key points of these conversations.

8.4 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept in the event of telephone exchanges.

8.5 **Where an applicant is not currently working with children, but has done so in the past, a reference will also be obtained from the last employer for whom the applicant was employed to work with children.**

8.6 Referees will always be asked specific questions about:

* the candidate’s suitability for working with children and young people;
* any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
* the candidate’s suitability for this post.

8.7 For appointment to posts involving responsibility for money, stock or accounts, the reference(s) should specifically address this.

8.8 The references for the preferred candidate will be checked to ensure all questions have been answered. If there are unanswered questions or the answers are vague or unspecific, the referee will be contacted to provide answers or clarification as appropriate. The information will be recorded and compared with the application form to ensure consistency. Any discrepancy in the information will be taken up with the applicant.

8.9 Information about past disciplinary action or allegations will be considered in the circumstances of the individual case and Legal and/or HR advice may be requested. Discretion and independent judgement will be exercised by the recruitment panel.

**9. THE INTERVIEW**

9.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

9.2 Interviews will always be face-to-face.

9.3 Candidates will always be required:

* to explain satisfactorily any gaps in employment;
* to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
* to declare and discuss any information that is likely to appear on a criminal record disclosure;
* to demonstrate their attitude towards safeguarding and promoting the welfare of children and young people;
* to demonstrate his or her ability to support the school’s commitment to safeguarding and promoting the welfare of children and young people.

9.4 In the event that references have not been obtained prior to interview, the candidate may be asked if there is anything he/she wishes to declare in light of the questions that have been (or will be) put to his or her referees so that any issues can be resolved at the earliest possible stage.

1. **EMPLOYMENT CHECKS**

10.1 All successful applicants are required to undergo the following checks prior to commencing employment:

* to provide proof of identity;
* to complete a DBS application form and receive satisfactory clearance
* to complete a confidential health questionnaire and to comply with any request from the Council’s occupational health unit;
* to provide proof of eligibility to live and work in the UK;
* to be registered with the EWC and to maintain that professional registration as required.
* to provide ***original*** certificates of qualifications

10.2 Other workers at the school

The governors will only use those agencies, contractors, organisations and the local authority, which operate a safe recruitment procedure and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the criminal record disclosure will be treated confidentially. The Cover Manager or Senior Leader will carry out identity checks when the worker first arrives at the school.

1. **STORAGE OF RECORDS**

11.1 Staff records will be kept securely and confidentially and only accessed by those who need to have access as part of their job responsibilities. This is especially important for criminal record disclosure information where it is a **criminal offence** for it to be passed to anyone who does not need it in the course of their professional duties.

11.2 The school staff record will show whether or not the following have been completed:

* Identity check;
* Qualifications check;
* Right to work in the UK;
* References received, along with a note of any telephone conversation with a referee;
* Enhanced criminal record disclosure certificate number, date of disclosure and name of counter signatory;
* Overseas criminal record check documentation (where appropriate);
* Copy of risk assessment for starting work prior to criminal record disclosure (where applicable)

Where one or more of these checks have been carried out by the local authority, a written confirmation that these have been completed will be kept on the individual’s staff record.

11.3 The record will show the date on which each check was completed and will show who carried out the check. The school staff record will be kept up to date and ready for inspection e.g. by Estyn, as required.

**12. INDUCTION**

12.1 All staff and volunteers new to the school will receive induction training that will include the school’s safeguarding policies and guidance on safe working practices.

12.2 Meetings will be held during the first 3 months of employment between the new employee and their line manager.

**Appendix 1**

**GOVERNORS SUMMARY CHECKLIST**

**Prior to advertising**

* Ensure that the recruitment policy has been adopted by the governors and is up to date.
* Ensure that your school has a safeguarding policy and a statement on your commitment to safeguarding and this is included in your recruitment and selection documentation
* Ensure that your recruitment panel has been set up to short list and interview candidates
* Ensure that the job role has been reviewed and has a current profile and person specification which has been evaluated under the local authority scheme
* Ensure that you have an appropriate advertisement prepared with the school commitment to safeguarding included
* Ensure that you have created a candidate information pack which contains all relevant information including the recruitment timetable, application form and safeguarding and equality statements
* Agree what, if any, presentations, tests or other selection processes will be utilised and who will be responsible for organising these

**Prior to interviewing**

* Ensure that each application form is scrutinised in a systematic way by the panel and agree your short listed candidates before sending invitations to interview
* Ensure that all short listed candidates receive the same letter of invitation to interview, supplying them with all necessary information
* Ensure that reference requests are sent to the nominated referees of the short listed candidates in time for the completed references to be returned for discussion at interview

**Prior to selecting your preferred candidate**

* Ensure that a face-to-face interview is conducted for ALL short listed candidates based on an objective assessment of candidate’s ability to meet the job profile and person specification
* Ensure that all specific questions designed to gain required information about each candidate’s suitability have been asked, including those needed to address any gaps in employment history or other information supplied in the application form

**Prior to formally appointing**

* Ensure that you are able to make a confident selection of a preferred candidate based upon their suitability for the role
* Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory (to the recruitment sub-committee), information from all necessary pre-employment checks

**Appendix 2**

**Retention and Storage of Staff Records in Schools**

**Management Guidance**

Introduction

It is good practice to keep a documented record for each person working at the school. These records should be kept under confidential cover in a secure, locked cabinet that is not accessible to anyone who does not require the information as part of their job related duties and responsibilities.

For staff employed at the school the staff record will hold recruitment, management and training information, change of employment terms and details of the termination process.

A limited amount of information will be required for other workers at the school including agency workers, volunteers, contractors, peripatetic teachers, specialist coaches or instructors, mentors and local authority employees working at the school e.g. as cleaners, catering staff or specialist and advisory teachers and support staff.

Once a member of staff has left employment at the school, the whole or part of the file may be transferred to the local authority for electronic archiving as appropriate.

A member of staff is entitled to see their personal file under the terms of the Data Protection Act 1998.

Single central record of recruitment and vetting checks

Whilst this is not mandatory in Welsh schools it is strongly recommended as good practice that a single central record of recruitment and vetting checks is maintained in the school to comply with Estyn requirements. This file should contain a record of all who are employed to work in the school including volunteers, those directly employed by the local authority to work in the school, supply staff and contractors.

For agency staff or contractors, written confirmation from the agency or contractor that satisfactory checks have been completed. Written confirmation that it has been checked that the person arriving to work is the actual person that the agency or contractor has intended to carry out the work should be recorded.

For employees, the following should be recorded:

|  |  |
| --- | --- |
| **Type of pre-employment check** | **Information to be recorded** |
| Identity checkRight to work in the UKQualifications | * Date of check;
* Who carried out the check;
* Copy of documents checked and signed to confirm originals seen. One should contain a photograph
 |
| EWC check | Confirmation that local authority have carried out check; **or** Confirmation of date and who carried out online check in the school; |
| Fitness for work in a school health check | Confirmation that local authority have carried out the check and any recommendations made. |
| Enhanced criminal record disclosureSummary of any confidential discussion prior to and during employment about the individual’s criminal record along with any signed declarations  | Copy of confirmation that satisfactory checks have been carried out by local authority or agency. This should contain date of disclosure, name of counter signatory and unique reference number of disclosure certificate.No specific details of any offences should be recorded. The file should not contain original or copies of the disclosure certificate. |
| Risk assessment form (completed and signed) | The completed risk assessment form should be kept on file. |
| Overseas criminal record checks if appropriate | Copies of the documents seen should be kept and signed to confirm the originals seen, by who and when. |

The record should also show whether or not each person’s position involves regularly caring for, training, supervising, or being in sole charge of persons aged under 18.

An example record set up on an Excel spreadsheet is available from your HR Officer

Recruitment information – unsuccessful applicants

Recruitment information for unsuccessful applicants should be kept for a minimum of six months, however, it is recommended that it is kept for twelve months before being confidentially destroyed, e.g. by shredding. Time periods for employment tribunal claims to be accepted can be extended beyond a six month period in certain circumstances and if no information is available, the governors will have difficulty preparing their defence to the claim and courts are likely to support the claim if there is inadequate supporting documentation. Unsuccessful applicants, even if not employed by the school or the authority can make a claim.

Documents to be retained include a copy of the advertisement, job description and person specification and other information contained in the application pack as well as the application forms and supporting information from the applicants. Details of the short listing and interview panel as well as the notes and score sheets used by each member of the panel should also be kept. If there were presentations or tests as part of the process, the details, criteria and scoring mechanisms should be kept.

Each worker at the school should have an individual personal file. It is recommended that it includes sections on recruitment, performance management, training and termination of the employment relationship and other management information e.g. details of leave taken and self-certifications and GP health certificates i.e. fit notes.

All employees

Keep a copy of documents used in the recruitment process, include a copy of the:

* Job profile and person specification;
* Advert for the post;
* Other information included in the application pack;
* The completed application forms for each unsuccessful applicant;
* Offer letter or a note of the offer made verbally including that it was made subject to pre-employment checks if this was carried out by the school. If it was sent by the local authority, a copy will be held by them;
* Reference from two referees – one of which should be the previous employer along with a signed and dated note of any telephone conversation to referees or previous employers and key issues discussed;
* Completed risk assessment form if the employee has started work prior to a criminal record disclosure being completed;
* Written statement of particulars (WSOP) for staff in VA schools – in Community and VC schools the local authority will hold this document.

Agency supply staff

If the member of supply staff has been directly appointed then the above will apply.

If the supply cover has been obtained via an employment agency, the agency should have carried out all pre-employment checks. The school should:

* Prior to offering work, obtain written confirmation from the agency that all pre-employment checks have been carried out;
* Prior to offering work, ask the agency whether the criminal record disclosure included any disclosed information and if so, the school should obtain a copy of the Disclosure from the agency in order to decide whether to offer work or not;
* When the agency member of staff arrives at the school carry out an identity check to ensure that the person who has arrived is the same person referred by the agency. Most agencies hold worker information on their website including a photograph.

These should be placed on the single central record of recruitment and vetting checks.

Volunteers

Volunteers who work regularly in the school should also have a file which contains details of:

* Their volunteering activities
* A copy of the references
* A note that the enhanced criminal record disclosure was obtained, with the date, unique DBS reference number and the name of counter signatory should be recorded on the single central record for recruitment and vetting checks.

Additional management and training information

The file to contain:

* Information regarding induction processes with an induction checklist detailing induction training especially child protection and health and safety;
* Documents relating to performance management, objective setting and appraisal;
* Documentation regarding any appeal against salary decisions;
* A note will be kept of any action or sanction/penalty under procedures such as conduct, capability or grievance;
* A copy of all documents relating to changes in employment conditions e.g. hours/salary;
* A copy of the annual salary review statement for teachers;
* Any other relevant information



**Appendix 3**

**MANAGEMENT GUIDANCE RELATING TO THE SAFER RECRUITMENT POLICY**

This guidance does not form part of the school’s Safer Recruitment Policy.

1. **Introduction**

It is important that any establishment which carries out functions relating to children operates a recruitment and selection process which has the promotion of children’s welfare and a safe environment as an integral factor in the process.

Staff, volunteers and governors will be seen as safe and trustworthy adults because of their regular presence in the school and if the school is recruiting volunteers, it should adopt similar recruitment measures as it would for paid staff (see guidance on pre-employment checks).

Your HR Officer can give more detailed advice if required for specific circumstances, in line with the HR service level agreement.

Some of the main statutory requirements relevant for school staffing can be found in the following legislation and guidance:

|  |  |
| --- | --- |
| Rehabilitation of Offenders Act 1974 and Exceptions Order | Police Act 1997 |
| Human Rights Act 1998 | Data Protection Act 1998 |
| Protection of Children Act 1999 | The Children’s Act 2001 |
| The Education Act 2002 | Freedom of Information Act 2000 |
| Safeguarding Vulnerable Groups Act 2006 | The Staffing of Maintained School (Miscellaneous Amendments) (Wales) Regulations 2006 and subsequent amendments |
| The Equality Act 2010 | Code of Practice – DBS |
| DBS referral guidance | The councils policy on the recruitment of ex-offenders |
| The Councils policy on the storage, handling use, retention and disposal of disclosures and disclosure information | Governors’ Guide to the Law |
| WG Circular 005/2008 Safeguarding Children in education and Circular 34/2002 Child Protection | The Protection of Freedoms Act 2012 |

These may change or be updated from time to time and where there is a conflict between the legislation/statutory guidance and this policy, the policy/statutory guidance should take precedence.

1. **Policy statements**

The school may wish to include their own policy statements. There may be specific ones that have been agreed by the governors but examples are set out in the model policy. Statements can include an explicit statement about the school’s commitment to safeguarding and promoting the welfare of children as well as equal opportunities and the recruitment policy itself.

1. **Head and Deputy Head Teacher appointments**

Separate guidance for recruitment of head teachers and deputy head teachers can be found on Amdro. Advice can also be obtained from your Challenge Advisor or HR Officer.

1. **Identification of recruiters**

At least one person on the recruitment panel should have undergone training in recruitment and selection processes as well as safeguarding training.

The process should be planned carefully with a time scale to ensure that the successful person is in post on the first day of term or when you require them. Head teachers in particular can have up to a four month notice period, support staff and teachers can have up to thirteen weeks and this should be built into the recruitment process.

1. **Identification of vacancy to be advertised**

Each time a vacancy occurs it creates an opportunity for the head teacher and governors to review the staffing structure in the light of future school plans, development and budget restrictions. The governors may wish to change the job profile for the vacancy in order that it is still fir for purpose and relevant to the needs of the school and pupils. In the event that it is foreseeable that the school is likely to see a reduction in pupil numbers the governors may decide on an alternative to recruiting a “like for like” replacement in the vacant post. The governors could consider the following:

* Restructure internally in order to streamline the workload or to minimise or prevent further staff redundancy on a temporary or permanent basis;
* Consider a redeployee from another school;
* Consider a temporary or fixed term appointment

The school HR Officer can advise on internal restructuring issues including a revision to the school TLR structure.

1. **Application process**

A selection panel involving Governors will be convened. It is not usual, or advisable, for staff governors to be involved in these panels.

If the recruitment and selection process has been delegated to the head teacher, one or more governors may still be involved in the process.

For permanent teaching posts, a selection panel should include 3 Governors. For other appointments a Governor will form part of the panel.

Advice is available from your HR Officer on issues such as a reasonable timetable for the process, compiling a job profile and advertisement, type of contract, redeployment issues, job evaluation and appropriate salary including recruitment of head and deputy head teachers.

The Recruitment Team in People Management and Performance will have templates available and can advise on application process issues. They can also arrange for placing the advertisement and receive responses as requested by the governors.

1. **Short listing of candidates**

Prior to short listing, the equalities monitoring questionnaire should be removed from the application form before it goes to the short-listing panel. Short listing should be carried out thoroughly and using a consistent mechanism for all applicants based upon their ability to meet the criteria within the person specification to create a short list.

1. **References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee in writing and not through a third party or the candidate themselves. It is acceptable to follow the receipt of a written reference with a telephone call to confirm authenticity.

All posts should require the taking up of references as this is an indispensable tool within the safer recruitment process. In all cases, at least two references should be provided to cover both professional and personal perspectives on the candidate and his/her ability, motivation and aptitude for the post.

In the event that information is provided about previous disciplinary warnings or allegations, including those that refer to the safety and welfare of children considerations should be given to these in the circumstances of each individual case.

Where an issue was satisfactorily resolved some time ago or an allegation that was determined to be unfounded or did not require formal disciplinary sanctions and in which no further issues have been raised, may not cause concern.

More serious or recent allegations that have not been resolved satisfactorily are more likely to be a cause for concern. A history of repeated concerns or allegations over time is also likely to give serious cause for concern.

A reference template is provided with this guidance.

1. **The interview**
	1. The recruitment panel will need to meet beforehand to:
* agree who be the chair of the panel;
* agree the selection criteria in accordance with the person specification, the method of assessment to be used and the standards that will apply;
* agree a set of questions they will ask all candidates relating to the requirements of the post;
* reach agreement about the required standard (or scoring threshold) for the job being appointed to (example at 9.2);
* consider the issues to be explored with each candidate based upon the information provided in the applications and references (if available) and which panel member will ask about each of those;
* if the applicant has declared any past criminal convictions the panel will also consider whether those are relevant and whether they raise issues that need to be explored with the candidate at interview;
	1. Example scoring mechanism to be used to assess suitability against each of the criteria on the person specification:

1 point – Demonstrates **no** understanding/competence;

2 points – Demonstrates **some** understanding/competence;

3 points - Demonstrates **reasonable** understanding/competence;

4 points - Demonstrates **good** understanding/competence;

5 points – Demonstrates **excellent** understanding/competence.

1. **Pre-employment checks**

It is important that thorough pre-employment checks are made on anybody whose work will bring them into contact with children and young people, both to prevent unsuitable people from gaining access to children and young people and to maintain the integrity of the teaching profession and school staffing.

Any verbal and written offer of employment to the successful candidate must be made **subject to** any outstanding pre-employment checks set out in the policy. Whosoever undertakes the task of making a verbal offer to the provisionally successful candidate must ensure that they do so “subject to any pre-employment checks”.

These checks will be undertaken by a nominated member of staff who will have received training.

Those who employ people to work in schools must carry out the following recruitment and vetting checks on intended new employees:

* Identity checks;
* Professional registration e.g. EWC;
* The medical fitness to be able to work in a school;
* Checks to confirm the right to work in the UK; and
* DBS disclosures.

 The details of checks must be reported to the police and/or the DBS if:

* The DBS shows s/he has been disqualified from working with children, there is a legal requirement to report this;
* An applicant has provided false information in, or in support of, his or her application;
* There are serious concerns about an applicant’s suitability to work with children, gained from other legitimate information sources (e.g. references).

 Advice can be obtained from the local authority in the above circumstances.

If there is any doubt about the validity of the qualification or the awarding body, further enquiries can be made by seeking written confirmation directly from the awarding body. It is important to understand that spurious and false qualifications can be purchased quite easily via the internet.

Staff employed by the local authority but working in the school

Written confirmation should be obtained that all appropriate checks, including the criminal record disclosure have been undertaken and were satisfactory.

Agency staff

An identity check should be carried out, with photographic evidence, to ensure that the person the agency has sent is the person who has presented themselves to the school. Many agencies now have photographs of their staff on their website.

Written confirmation should be obtained from the agency that all appropriate checks have been undertaken and were satisfactory. The criminal record disclosure should have been carried out within the previous twelve months.

Volunteers – including governors who may be helping out in school

All volunteers will be subject to an enhanced DBS. Appropriate risk assessment will be undertaken prior to deployment, to ensure safeguarding.

Visitors

It is not necessary to obtain a criminal record disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time unless they come within the definition of regulated activity (see DBS guidance). However, it is good practice to ensure that visitors sign in and sign out and are escorted/supervised whilst on the premises by a member of staff or appropriately vetted volunteer.

Contractors

Contractors who only come on site to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on the premises do not require a criminal record check.

1. **Storage of records**

It is good practice to keep a record for each member of staff employed at the school including volunteers and supply staff with a limited file for those employed directly by the local authority and such details must be supplied to the LA on request.

For further information please refer to the attached guidance note – Retention and storage of staff records in schools.

1. **Induction**

All “new starters” will receive appropriate induction.

**Appendix 4 a**

*Post applied for:*

*Applicant name:*

The above named has applied for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Queen Elizabeth High School. I would be grateful if you would respond to this request, commenting on the candidate’s suitability for the post by completing the enclosed proforma. Please note that it is the policy of the school ***not*** to appoint subject to references, therefore a response would be appreciated as soon as possible.

The Governors of the school are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. It is the practice of the recruitment panel to discuss any relevant factual content of the reference with the applicant and to contact the referee to clarify or confirm the reference

Thank you in advance for your help in this matter. I know that the preparation of confidential references takes time and energy and I am very grateful for your trouble. Please e-mail reply to nigel.cooke@qehs.carms.sch.uk.

Yours sincerely

D R Williams

Headteacher

|  |  |
| --- | --- |
| Applicant name: |  |
| Applicant address: |  |
| Position applied for: |  |
| How long have you known the above: |  |
| How long and in what capacity do you know the applicant?  |
| Period of Employment:  |
| Job Title:  |
| Current post held and salary:  |
| Reason for leaving:  |

*If you only know the applicant in a personal capacity proceed directly to questions 5 and 6.*

**The following criteria relates to the Teachers’ Professional Standards. Please grade the applicant’s performance in the following areas?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please tick the appropriate box** | **Outstanding** | **Good** | **Adequate - Requires Improvement** | **Inadequate/****unsatisfactory**  | **Not Applicable (please indicate reason)** |
| Relationship with Staff |  |  |  |  |  |
| Ability to work in a team |  |  |  |  |  |
| Relationship with pupils |  |  |  |  |  |
| Classroom management |  |  |  |  |  |
| Pupil Progress |  |  |  |  |  |
| Planning and Preparation |  |  |  |  |  |
| Quality of Teaching and Learning provision |  |  |  |  |  |
| Subject Knowledge |  |  |  |  |  |
| Examination results |  |  |  |  |  |
| Marking and Assessment |  |  |  |  |  |
| Experience of using ICT |  |  |  |  |  |
| Initiative Shown |  |  |  |  |  |
| Quality of professional judgement |  |  |  |  |  |
| Commitment to own professional development |  |  |  |  |  |
| Potential for further promotion |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. | Have you any reservations about this person being employed to work with children? If YES please specify.  | YES/NO  |
| 2. | Is there any capability or disciplinary (including Performance Management) processes affecting this candidate at informal (oral) or formal (written) stage that the candidate is aware of? If YES please specify.  | YES/NO  |
| 3. | If the applicant has left your employment, was there a capability/disciplinary sanction/action in place or pending against the applicant, or was there an investigation on-going at the time s/he left your employment? | YES/NO  |
| 4. | Whilst in your employment, was the applicant subject to any issues involving the safety and welfare of children and young people, including any in which a disciplinary sanction has expired and the outcome of them? If yes, please specify  | YES/NO  |
| 5. | Are you aware of any allegations or concerns that have been raised about the applicant that relate to the safety of children or young people or behaviour towards children or young people? If yes, please specify including whether the matter(s) were investigated, the conclusion reached and how the matter was resolved.  | YES/NO  |
| 6. | Using the Job Profile and Person Specification as a guide, please give your opinion on the applicant’s suitability for this role. Please state how long you have known the applicant and in what capacity. Also include any further information you believe I should be aware of as a potential future employer.  |  |
| 7. | **If you were looking to fill a similar post would you** Seek to appoint or retain this candidateConsider to appoint or retain this candidate Not appoint or retain this candidate  |  |
| 8. | **How strongly do you support this application in terms of this advertised post?**Without reservation Recommended with potential Generally supportive Some or little support |  |

|  |  |
| --- | --- |
| Name:  | Role within school: |
| School Name:  |  |

**Appendix 4b**

*Post applied for:*

*Applicant name:*

The above named has applied for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Queen Elizabeth High School. I would be grateful if you would respond to this request, commenting on the candidate’s suitability for the post by completing the enclosed proforma. Please note that it is the policy of the school ***not*** to appoint subject to references, therefore a response would be appreciated as soon as possible.

The Governors of the school are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. It is the practice of the recruitment panel to discuss any relevant factual content of the reference with the applicant and to contact the referee to clarify or confirm the reference

Thank you in advance for your help in this matter. I know that the preparation of confidential references takes time and energy and I am very grateful for your trouble. Please e-mail reply to nigel.cooke@qehs.carms.sch.uk.

Yours sincerely

D R Williams

Headteacher

|  |  |
| --- | --- |
| Applicant name: |  |
| Applicant address: |  |
| Position applied for: |  |
| How long have you known the above: |  |
| How long and in what capacity do you know the applicant?  |
| *IF YOU ONLY KNOW THE APPLICANT IN A PERSONAL CAPACITY PROCEED DIRECTLY TO QUESTIONS 4 AND 5.* |

If you have been or are the applicant’s employer please respond fully to questions

1to 6 and confirm the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of employment: | From |  | until |  |
| Job Title: |  |
| Number of days / weeks parental leave taken (if applicable): |
| Reason for leaving: |  |
| 1. Is there a capability / disciplinary sanction / action in place or pending against the applicant (including on-going investigation? Yes / No  |
| If **Yes,** please specify: |
|  |
| 2. If the applicant has left your employment, was there a capability / disciplinary sanction / action in place or pending against the applicant, or was there an investigation on-going at the time s/he left your employment?Yes / No |
| If Y**es,** please specify: |

|  |
| --- |
| 3. Whilst in your employment, was the applicant subject to any issues involving the safety and welfare of children or young people, including any in which a disciplinary sanction has expired and the outcome of them?Yes / No |
| If Yes, please specify |
| 4. Are you aware of any allegations or concerns that 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? Yes / No |
| If yes, please specify including whether the matter(s) were investigated, the conclusion reached and how the matter was resolved. |
| 5. Do you know of any reason why the applicant is unsuitable to work with young people or adults? Yes / No  |
| **If yes,** please specify the reason |
| 6. Using the Job Profile and Person Specification as a guide, please give your opinion on the applicant’s suitability for this role, including where applicable to the role suitability for responsibility for money, stock and accounts. Please state how long you have known the applicant and in what capacity. Also include any further information you believe I should be aware of as a potential future employer.  |
|  |
|  You may continue on a separate sheet. |
| Signature: |  | *Company Stamp:* |
| PRINT NAME: |  |
| Occupation: |  |
| Date: |  |
|  |  |  |
|  |  |

**Appendix 5**

Application form – available online from Carmarthenshire County Council website, school vacancies.

Appendix 6

JOB APPLICATION

GUIDANCE NOTES

**Contents**

• Introduction................................................................................3

• Supporting Employees...............................................................4

 Pension Scheme

 Holidays

 Maternity Leave & Pay

 Paternity & Pay

• Welsh Language Scheme.........................................................5

• Applying for a Job with the Council............................................6

 Fair Recruitment

• Completing the Application Form................................................7

• What happens after you have sent in your Application?............13

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 Useful Contact Numbers

 Returning Your Application Form

If you require this information in large print, Braille or on audiotape please telephone, 01267 234567.

**Introduction**

**Carmarthenshire**

The county of Carmarthenshire offers something for everyone, from the beautiful coastline of cliffs, estuaries and beaches, historic castles and hill-forts to the hustle and bustle of historic market towns, modern shopping centres and thriving centres of industry. The Millennium Coastal Park, National Botanic Garden of Wales, Dylan Thomas Boathouse and Aberglasney Gardens are all in the County and the sporting and leisure opportunities are plentiful.

**Carmarthenshire County Council**

We are one of the largest employers in West Wales, employing around 8200 people in a wide range of occupations including teaching, social care and highways maintenance. We provide services to a population of around 182,000.

The Council is managed by 74 elected Councillors from a range of political backgrounds. They are the decision makers and agree the Council’s policies and spending priorities.

**Supporting Employees**

We offer a range of benefits and working arrangements to support employees in their working and personal life, including:

• Local rewards: Get discounts to local businesses right on your doorstep. Our reward scheme is available to all employees and can help save you money on everyday purchases and much more. Email: VAWilliams@carmarthenshire.gov.uk or call 01267 224665 for further details.

• A discount leisure scheme in Leisure Centres across the county

• An Occupational Health Service offering health and lifestyle

 screening, counselling and other support.

• A Child Care Voucher and Cycle 2 Work Scheme

**Pension Schemes**

**Local Government Pension Scheme for school support employees**

New employees on a contract of three months or more automatically join the scheme although you can opt out if you wish.

* Your contribution depends upon how much you are paid but it will be between 5.5 and 12.5% of your pensionable pay, the Council pays the balance of the cost;
* You may be able to transfer previously accrued pension benefits into the LGPS but you should do this within twelve months of joining;
* You can retire and receive pension benefits from age 55 onwards (subject to actuarial reduction) although the normal retirement age is your state pension age;
* You have the option of taking part of your pension as a tax free lump sum unless you joined the scheme before 1 April 2008 when the standard benefit package includes a tax free lump sum.
* For more information please visit [www.dyfedpensionfund.org.uk](http://www.dyfedpensionfund.org.uk)

**Teachers’ Pensions scheme**

All teachers are automatically Scheme members unless you opt out. The Scheme offers:

* A guaranteed pension through the Teachers’ Pension Scheme.
* You pay into your pension and so does QE High School.
* It’s a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments – so there’ll be no nasty surprises when you come to claim your pension.
* Your pension will be a regular source of income when you retire – but you can also take some of it as a tax-free lump sum.
* You’ll join the career average arrangement and accrue benefits each year based on 1/57th of your pensionable earnings including overtime.
* For more information please visit [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

**What is my Normal Pension Age (NPA)?**

The Normal Pension Age of a member in the career average arrangement is either your state pension age or age 65, whichever is the later date.

* Retirement pension based on the salary of the best three years of your final ten years of teaching;
* Death in service lump sum payment of three times your average annual salary;
* Flexibility to pay additional contributions to increase pension benefits;
* Phased retirement options available.

More details on both of these pension schemes will be given to you on appointment.

**Holidays and working time**

A minimum of 26 days holidays plus 8 bank holidays per year are provided for school support staff. Holidays for part time employees are calculated on a pro-rata basis.

A teacher employed full-time must be available for work for 195 days, of which:

a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and

b) 5 days must be days on which the teacher may only be required to perform other duties; and those 195 days must be specified by the employer or, if the employer so directs, by the headteacher.

**Maternity Leave and Pay**

We provide an enhanced maternity scheme to employees who qualify.

**Paternity and Pay**

Partners (who qualify) are supported at the birth of a baby with leave and pay.

**Welsh Language Scheme**

Carmarthenshire County Council has adopted the principle that it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public. Further information is available on request.

**Applying for a job in a school in Carmarthenshire**

Now that you have decided to apply for a job with us, this section aims to provide as much information as possible about what you can expect from the school’s recruitment process. However, you may find that this varies slightly in each school. If the answers you are looking for are not in this guidance, please contact the school direct or phone the contact number given at the end of this booklet.

**Fair Recruitment**

The school will want to ensure that every stage in the recruitment process is fair and that you are treated properly. We have a duty to ensure that no-one is discriminated against and we hope that even if you are not appointed, you will feel that you have been treated fairly.

Assessing your application will be based only on your application form so it is very important that you complete it as fully as possible and the sections which follow aim to help you with this. If you have are unable to complete an application form in the standard format due to disability or some other reason, please contact us for advice.

**The Application Pack**

Within the pack, you should find the following:

• **Job application form**;

• **Job description** which sets out the main duties and requirements of the job.

• **Person specification**: This details the skills, experience, qualifications and aptitudes required for the job for which you are applying. If you think that you meet all of the essential requirements it is vital that you explain and demonstrate how you do so when you are completing the application form.

• **Equality Monitoring Form**: We ask all applicants to help us to monitor the fairness of our recruitment process by completing this form. You may complete some or all of it and return it with your application form. Once received, it will be separated from your application form so that it does not form part of the assessment process. This information is treated in confidence. If you have any questions or concerns about this, please contact the school advertising the post.

**Completing the Application Form**

**General**

This section provides detailed advice on how to complete each part of the form. The numbers relate to the numbered sections on the form. Please read this carefully before completing the application form.

Please do not send in your Curriculum Vitae (CV), instead of an application form as it will not be assessed. Also, please do not attach your CV to the application form as our assessment is based on the information provided in our application form only. This means we can assess your application against other applications in a fair and consistent way and to maintain safeguarding principles in the recruitment process.

If some of the boxes don’t apply to you, please put a line through them and move to the next box.

You can complete your application form by hand or type and in English or Welsh. When completed you should return the form to the address given by the closing date. You may wish to keep a copy for your reference.

**Employee Number/Applicant Reference No:**

At the top of the Application Form, existing employees should enter their employee number. If you are not a current employee, this may already be completed for you.

**1. Vacancy Details**

This may already be completed. Please check that all the details are correct and if not or if any information is missing, please refer to the job advertisement and complete the box. Take note of the closing date as we must receive your application form by this date or it will not be considered.

**2. Personal Details**

The details you provide here enable us to contact you about your application. We will usually write to you but we may contact you by telephone or e-mail. As we only ask for your initials and surname at this stage, please do not think we are being disrespectful if we refer to you as A Smith for example.

**3. References**

The two referees you name should be your current and most recent previous employer. However, we recognise that this is not always possible. If you are self-employed, you may provide the name of someone who has known you in a professional capacity, for example, an accountant or solicitor. If you have just left full time education you should provide the names of your course teacher or head teacher. If returning to work after a career break, you might consider providing the name of someone unrelated to you who knows you well, for example, your General Practitioner or the leader of a community group with which you have been involved.

As we do not appoint without taking up references and to speed up the process, we prefer to contact referees prior to interviews. Please tick the box only if you do not want us to do this.

We reserve the right to contact any of your previous employers for a reference.

**4a. Current employment**

Please provide the details of your current employer. If you are not currently in employment, please leave this blank.

**4b. Previous employment**

Starting with the most recent (before your current employer), please provide as much information on your employment history, back to the date of leaving school. Please explain any gaps in your employment history and attach an additional sheet if necessary.

If you have not been employed before or are returning after a long career break, try to think of examples of projects or community groups *etc*., you have been involved with, that may have required some of the skills we are looking for.

**5. Education and qualifications**

Please give details of any relevant qualifications you hold and where you obtained them. This should include the grade and level of qualification.

If you do not have any qualifications please draw a line through the box.

If you are shortlisted for interview you will need to bring your original qualification certificates with you. These will be checked and we reserve the right to contact the awarding body to verify the qualification.

**6. Membership of professional bodies and other training**

You should include details of membership of professional bodies and if shortlisted for interview, you should bring your original registration documents with you. Please also include details of any job related or other training which you think is relevant.

**7. Language Skills**

Please indicate what language skills you have. Some of the posts require Welsh or other language skills so it is important that you indicate the level of fluency you have attained. Please refer to the person specification to find out what level of fluency is required and use the following for guidance in assessing your own skills.

**Speaking**

**Level 1** - Able to pronounce place names and personal names correctly.

Able to greet customers at reception or on the phone.

Able to open and close a conversation.

**Level 2 -** Able to understand the core conversation.

Able to receive and understand simple messages on normal patterns, e.g. time and place of a meeting, request to talk with someone.

Able to convey basic information and simple instructions.

Able to open and close conversations and meetings bilingually.

**Level 3 -** Able to understand and participate in most normal day-to-day conversations in the office.

Able to offer advice to the general public on issues relating to the post. Referring to specialised or technical terms in English.

Able to contribute to a meeting or a presentation on general issues relating to the post; referring to specialised or technical terms in English.

**Level 4 -** Able to contribute effectively in internal and external meetings in the context of the work subject.

Able to understand differences in tone and dialect.

Able to argue for and against a particular case.

Able to chair meetings and answer questions confidently.

**Level 5 -** Able to contribute fluently and confidently with regard to all aspects of daily work, including negotiating and advising on technical, specialised or sensitive areas.

Can contribute to meetings and provide presentations fluently and confidently.

**Writing Skills**

**Level 1** – Able to write personal names, place names, job titles and names of council departments.

**Level 2 -** Able to produce a simple short message on paper or email for a colleague within the Council or a familiar colleague outside the Council.

**Level 3 -** Able to prepare informal messages and reports for internal use.

**Level 4 -** Able to produce business correspondence, short reports, e-mails and promotional literature with editing assistance.

**Level 5 -** Able to produce business correspondence, short reports, e-mails and promotional literature to an acceptable level with the aid of standard language tools. Able to draw up detailed notes while taking a full part in the meeting.

**8. Additional Information**

a) Some jobs involve driving and/or the ability to travel. Please tick the appropriate box. See the Person Specification to establish the requirements for the post for which you are applying.

**9. Supporting Statement**

This is a very important section as this allows you to state exactly how you believe your skills, knowledge, experience and training will enable you to meet the requirements of the job.

You should relate your supporting statement to the Person Specification and set out clearly what experience, skills or training you have for each requirement. Try to use examples of work or training you have undertaken. This does not have to be work related if you think it is relevant. For example:

Applicant A is applying for an Administration Assistant post after a career break. She has no recent paid work experience so she explains how the skills she has developed in her voluntary work as Secretary/ Treasurer of an after-school club relate to the person specification.

Please tell us about any experience, skills or training which you think is relevant to the job. The short listing panel cannot make any assumptions so if you do not make it clear that you meet the criteria set out in the Person Specification, your application will not be short listed.

**10. Rehabilitation of Offenders**

All employees who work in a school must have a Disclosure and Barring Scheme (DBS) check. If short listed for interview, you will be asked to provide details of all/any criminal record including spent and unspent convictions, bind overs or cautions, together with any judgements or investigations pending.

This does not mean that if you have a criminal record, you will not be appointed, as this will depend on the nature of the offence and the type of job for which you are applying. It is our policy in schools that we do not accept DBS checks from any other source and we always carry out our own DBS check as part of the pre-employment process.

Please see the enclosed policy on the recruitment of ex-offenders for further information.

**11. Relationships to Councillors, School Governors or Senior Employees**

Please tell us if you are related to a Councillor, School Governor or Senior employee of the Council or School, as we must ensure that short listing and interview decisions are not made by anyone related to a candidate, as far as possible. You could disqualify your application if you do not disclose or, try to influence the process via a relationship you have with one of the above.

**12. Declaration / Confirmation**

By the time you sign your application form, the hard work will be completed. Please read the declaration carefully and sign and date where shown.

**What happens after you have sent in your application?**

Once your application has been received, the equal opportunities monitoring form will be separated from your application form and forward to the Recruiting Manager within the school. An acknowledgement of receipt will not be sent unless you specifically request it and provide us with a stamped self-addressed envelope in your application.

Your application will then be assessed against the criteria (in the Person Specification) and the panel will decide whether it can be shortlisted.

If you are short listed for interview, you will receive a letter, usually within 2 weeks of the closing date, advising the date, time and location of the interview. The letter will also include details of any assessment testing which is to be carried out and will outline the documentation which you are required to bring with you.

All those who attend for interview will be asked to bring the following original documentation:

* Passport/European Identity Card or Birth Certificate, and proof of National Insurance, P45, P60 or Government letter.
* If you are not a British national or the holder of an EU or EEA Passport, you must provide evidence of your eligibility to work within the UK. Acceptable forms of identity will be detailed in your interview letter.
* Certificates of relevant qualifications or proof of registration with a professional body if required.
* Other documents may be requested depending upon the requirements of the job for example, a driving licence

These documents will be photocopied and retained along with your application form, for a period of **twelve months** from the date of interview. However, if you are successful, these documents will be held confidentially on your personal file in accordance with Data Protection Act 1998 requirements.

**After the Interview**

All applicants who attend for interview will be advised of the outcome either by telephone or by letter. If you are successful, we will need to complete all pre-employment checks prior to offering you the post so there may be some delay. Once these are completed, a start date should be agreed between you and the school and then further information relating to your employment will be provided, including a contract.

We hope that this guide helps you during the recruitment process and that you are successful in your search for a job with Queen Elizabeth High School.

Good Luck!

**Useful Contact Numbers/Email/Address**

01267 245300

recruitment@qehs.carms.sch.uk

Llansteffan Road

Johnstown

Carmarthen

SA31 3NL

Appendix 7

**Carmarthenshire Council’s Policy Statement on the Recruitment of Ex-Offenders**

As an organisation using the Disclosure and Barring Service (DBS) to assess the suitability of applicants for positions of trust, Carmarthenshire County Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Carmarthenshire County Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application packs, job adverts will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process we request that information on a criminal record is detailed on the application form. We guarantee that this information is only seen by those who need to see it as part of the recruitment process and is not taken into consideration in the shortlisting process.

Unless the nature of the position allows Carmarthenshire County Council to ask questions about a candidates entire criminal record (Self Declaration) we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act, 1974.

We ensure that all those in Carmarthenshire County Council who are involved in the recruitment process have available guidance to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act, 1974.

In a discussion separate to the interview, we ensure that an open and measured discussion can take place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

**Filtering rules for criminal record check certificates**

**For those 18 or over at the time of the offence:**

An adult conviction will be removed from a DBS certificate if:

* 11 years have elapsed since the date of the conviction; and
* it is the person’s only offence, and
* it did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and it does not appear on the list of offences relevant to safeguarding.

**For those under 18 at the time of the offence:**

The same rule applies as for adult convictions, except the elapsed time period is 5.5 years.

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

Appendix 8

**![QEHS_LOGO[1]]()![QEHS_LOGO[1]]()**Queen Elizabeth High School

Internal Reference Pro forma

Teacher

Candidate: Subject: Current Role:

PM Line Manager:

Grades: 4 excellent 3 Good 2 Adequate 1 Unsatisfactory

|  |  |
| --- | --- |
| **Aspects of Teaching standards** | **Grade and comment**  |
| 1. Teaching ability
 |  |
| 1. Assessment
 |  |
| 1. Professional values and practice
 |  |
| 1. Knowledge and understanding
 |  |
| 1. Teaching
 |  |
| 1. Assessment
 |  |
| 1. Working with others:

Relationships with pupilsRelationships with adultsTeam skills  |  |
| 1. Outcomes
 |  |
| 1. Communication skills
 |  |
| 1. Are you aware of any safeguarding issues?
 | YES / NO  |
| Headteacher’s signature:  | Date:  |

APPENDIX 9

Model

Disclosure & Barring Service [DBS] Policy

|  |
| --- |
|  |

This policy sets out the various types of disclosure, the eligibility criteria for checking,

the rules around portability and re-checking, and what to do when a criminal

record is declared or revealed on a Disclosure.

Updated: April 2019

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| --- | --- | --- |
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1. **INTRODUCTION**
	1. The DBS provides a facility for organisations to make safer recruitment decisions via a check against different types of information such as police records and information held on the barred list for children and adults.
	2. Employers are allowed to ask for information in relation to a person’s history under the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974 (as amended) in certain circumstances including where employees work in a regulated activity. Checks can only be requested where it is proportionate and relevant to the role and here it is required by statute.
	3. The Council is a Registered Body with the DBS and the People Services team provides a service for the appropriate check to be made to the DBS in accordance with the scope of this Policy. To do so, the Council must comply with the [DBS Code of Practice](https://www.gov.uk/government/publications/dbs-code-of-practice).
2. **SCOPE**
	1. This Policy applies to all those (over the age of 16) who work (paid or unpaid) or volunteer in roles which require DBS checks, including:
* Employees
* Job Applicants
* Casual Workers
* Agency Workers
* Contractors
* School Governors with responsibility for safeguarding or who meet the threshold in relation to unsupervised and regular access to children e.g. Chair of Governors

1. **GENERAL PRINCIPLES**
	1. Safeguarding of vulnerable groups is regarded as paramount. Therefore, where a post has been identified as requiring a DBS check, the employee must **not** commence work until that check has been received and assessed by People Services and the Recruiting Manager.
	2. The Authority will check existing staff as required. The re-checking period required by the appropriate regulatory or professional body, such as Care Inspectorate Wales, Social Care Wales or ESTYN will apply. Employees may be required to sign up the DBS Update Service to enable appropriate re-checks to be made.
	3. Schools must comply with the [Staffing of Maintained Schools (Miscellaneous Amendments) (Wales) Regulations 2007](http://www.legislation.gov.uk/wsi/2007/944/contents/made) and the [Safeguarding Vulnerable Groups Act](https://www.legislation.gov.uk/ukpga/2006/47/contents) which identifies School establishments as a place of Regulated Activity.
	4. Information supplied via the DBS checking process is confidential personal data and must not be relayed to anyone who is not entitled to see it.
	5. Any individual found to be in breach of this policy may be subject to disciplinary action.
2. **TYPES OF CHECKS / DISCLOSURES**

There are 3 types of check / disclosure which the Council may request from the DBS:

* 1. Standard Disclosure

Shows spent and unspent convictions, cautions, reprimands and final warnings. Please refer to the [DBS Check Eligibility Guide](https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance) for information on which posts may be eligible for a Standard Disclosure.

* 1. Enhanced Disclosure

Shows the same as a Standard Check plus any information held by local Police that is considered relevant to the role.

Please refer to the [Child / Adult Workforce Guide](https://www.gov.uk/government/publications/dbs-workforce-guidance) to check which posts may be eligible for an Enhanced Disclosure.

* 1. Enhanced Disclosure with Barred List Check

Shows the same as an Enhanced Check plus whether the applicant is on the list of people barred from working with these service users.

Please refer to the [Child / Adult Workforce Guide](https://www.gov.uk/government/publications/dbs-workforce-guidance) to check which posts may be eligible for an Enhanced Disclosure with Barred List check.

1. **ELIGIBILITY FOR DBS CHECKING**

The Recruiting Manager and Counter-signatory are responsible for making sure the job role is eligible for checking. Checks can only be requested **after** a job offer is made. If you are unsure about whether a post requires a DBS check, please contact the Recruitment Team or consult the [DBS Check Eligibility Guide](https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance) on the DBS website.

1. **REGULATED ACTIVITY**

The definition of regulated activity can be summarised as follows:

* 1. Regulated Activity – Children

Children are under 18 years old.

Regulated activity refers to unsupervised activities relating to the teaching, training, instructing, caring for or supervising children or providing advice / guidance on wellbeing or driving a vehicle solely for children e.g. school transport drivers.

Supervision means day to day supervision and regular means carried out by the same person on a frequent basis - once a week or more often, on 4 or more days in a 30 day period or where the work involves overnight supervision.

Health care, which is provided by or under the direction of a regulated Health Care professional, or personal care for children such as assisting with washing and dressing, is classed as regular even if the activity is only carried out once e.g. visiting Health Advisors.

* 1. Schools

The [Safeguarding Vulnerable Groups Act](https://www.legislation.gov.uk/ukpga/2006/47/contents) identifies Schools as a place of Regulated Activity and as such all individuals working regularly with unsupervised access to children, within this environment, must have an Enhanced Disclosure with Barred List (children) check.

* 1. Regulated Activity - Adults

Adults are aged 18 and over.

Regulated activity refers to anyone providing personal care to an adult in a regulated setting e.g. hospital, care home, day care centre, sheltered housing.

Personal care includes teaching, training, instructing, caring for or supervising adults or providing advice / guidance on wellbeing.

Health care which is provided by, or under the direction of, a regulated health care professional.

Providing social work including assessing or reviewing the need of health or social care services and providing ongoing support to clients.

Assisting an adult with the management of cash, bills and / or shopping where it is required because of their age, illness or disability.

Assisting an adult with their own affairs under the Mental Capacity Act 2005, or other relevant legislation e.g. Adult’s deputy.

Drivers or assistants who transport adults because of their age, illness or disability, to and from health care, personal care or social work activities, appointments etc.

* 1. Please also see the [DBS Check Eligibility Guide](https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance). If you are unsure whether the area of work is regulated and eligible for DBS checking, please contact your HR / Recruitment Advisor.
1. **FREQUENCY OF DBS CHECKING / RE-CHECKING**
	1. Those who work in posts which are required to be registered with Social Care Wales or work in establishments that are inspected by Care Inspectorate Wales (CIW) will be asked for an updated DBS disclosure every three years in accordance with the [Statutory Guidance](https://gov.wales/docs/dhss/publications/180201statutory-guidanceen.pdf) issued by Welsh Government. These include all posts in:
* Older people’s residential care homes
* Children’s residential / respite centres;
* Registered childcare settings;
* All staff within Domiciliary Services (except support staff); and
* Responsible Individuals.

Employees in roles which require re-checks will be expected to join and maintain a subscription with the DBS Update Service to allow for re-checks to be undertaken. The School / Council will not reimburse any costs associated with this.

* 1. There is no legal requirement to re-check any other staff who work in regulated activity / settings including those who work in schools. [If a School Governing Body wishes to re-check their staff then they must ensure that this Policy is amended to allow for this and has been agreed by the Governing Body.] The cost of these checks is payable by the School / Department.
1. **PORTABILITY OF DBS CHECKS**
	1. DBS disclosures are required for all new (to the Council) employees who are appointed to work in a post which requires a DBS check **before** commencing employment.
	2. Existing employees who are offered work in a post which requires a DBS disclosure must be checked if:
2. They have not previously undergone a DBS check; **or**
3. They have undergone a check but their DBS certificate is more than three years old; **or**
4. The DBS certificate is three years old or less but is not valid for the post for which they have applied; **or**
5. They hold the appropriate DBS certificate but are moving to a post which is significantly different to the current post e.g. Driver to Teaching Assistant.
	1. Employees are required to advise their manager / Headteacher of any criminal convictions during their employment and a change in circumstances will lead to a new DBS check being required. Failure to advise of a change in circumstances may result in disciplinary action.
6. **THE RECRUITMENT PROCESS AND DBS CHECKING**
	1. The HR Recruitment Team provides a DBS checking service (at the point of job offer) to all services including schools.
	2. There are strict guidelines regarding which posts can be included for DBS checking purposes. Therefore, it is essential a clear and concise job profile enables the service and the Recruitment Team / HR Advisor to assess what type of check is required. The Job Profile must contain the justification for the type and level of check. A DBS check will not be requested until the Recruitment Team are satisfied that it is justified.
	3. Recruiting managers are expected to read, understand and follow the relevant Recruitment and Selection Policy.
	4. Where a DBS check is required, the recruitment information including the advertisement will make this clear. The [DBS Code of Practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and Policy Statement on the Recruitment of Ex-Offenders and Filtering Rules (Appendix 1) will be made available to job applicants via the Council’s internet jobs pages.
	5. Applicants for posts requiring DBS checks will be provided with the opportunity to disclose details of a criminal record. This information is treated in strictest confidence and will only be available to those who need it as part of the recruitment process. An offer of employment may be withdrawn from applicants who fail to reveal relevant information or where after receiving a DBS disclosure, the applicant is considered unsuitable for the role.
	6. Applicants who have worked or resided overseas for twelve months or more in the previous ten years (excluding members of UK armed forces and their families) will be advised to seek certificates at their own cost from the relevant countries in accordance with the [Home Office Guidance on the application process for criminal records checks overseas](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/607755/Criminal_Record_Checks_Apr_17.pdf).
	7. It is an offence to employ someone to work in a role involving work with children if they have been barred through the DBS Children’s Barred List or where the work is with adults, through the DBS Adults Barred List.
	8. It is an offence for someone to apply or volunteer for work for which they have been barred via the DBS barred lists. If this happens, it will be reported to the relevant authorities.
	9. The Council uses the <https://carmarthenshire.employmentcheck.org.uk/> online system to undertake DBS checks. New employee details will not be set up for HR and Payroll purposes until **all** pre-employment checks, including DBS checks, are completed satisfactorily. For details of the full pre-employment check requirements please refer to our [Recruitment intranet pages](http://intranet/our-people/hr/recruitment/).
7. **COUNTER-SIGNATORIES AND IDENTITY VERIFIERS**
	1. It is the responsibility of every Counter signatory and Identity Verifier to:
8. Undertake all training required and provided in relation to their responsibilities;
9. Keep up to date with information and guidance provided by the Disclosure and Barring Service, the Council and other relevant sources;
10. Maintain full and accurate records where required; and
11. Seek advice if they are unsure about any area of responsibility in relation to DBS and pre-employment checking.
12. **CHECKS FOR NON-EMPLOYEES**
	1. Agency Workers

The Agency is the employer of the workers it provides. It must therefore carry out the same level of checks as required by this Policy and the post assessment. Recruiting managers must ensure that the Agency provides written confirmation that DBS and all other pre-employment checks have been undertaken before the worker commences their placement.

* 1. Contractors

The organisation providing the service / contractors is the employer. It must therefore ensure that the appropriate DBS and pre-employment checks are undertaken. Contractors are required to comply with this Policy and this should be provided during the procurement process.

Note: The Passenger Transport Service co-ordinates DBS checks for its contractors.

* 1. Volunteers

The DBS define a volunteer as a ‘person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individual or groups) other than or in addition to close relatives’.

The DBS does not charge for providing disclosures for volunteers but before submitting a request for a volunteer, you must be satisfied that they will not:

* Benefit financially from the position for which the application is being submitted;
* Receive any payment (except for travel and other approved out-of-office expenses);
* Be on a work placement;
* Be in a trainee position or undertaking a course of study that will lead to a full-time role / qualification; or
* Be a paid foster carer or a member of a foster care household.

Please refer to [DBS Checks - Guidance for Employers](https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers) for more information.

* 1. School Governors

DBS checks will be undertaken for School Governors with responsibility for safeguarding or who meet the threshold in relation to unsupervised and regular access to children e.g. Chair of Governors.

1. **WHEN A CRIMINAL RECORD IS DECLARED OR REVEALED ON A DISCLOSURE**
	1. Disclosures containing previous convictions and / or cautions are not necessarily a bar to obtaining a position. However, failure to disclose such convictions where it is required may be seen as an attempt to obtain employment by deception and, as such, would usually result in withdrawal of the offer of employment.
	2. Where the convictions and / or cautions have been declared at the application stage, then this should not be taken into account during the shortlisting process. Candidates who are shortlisted for interview should be provided with the opportunity to discuss their disclosure with the Recruiting Manager / Headteacher.
	3. If, after an offer of employment is made, a DBS check reveals any undeclared information then the Recruiting Manager should review the information, seek advice from the Recruitment Team / HR Advisor and discuss with the applicant where appropriate before making a decision regarding suitability and whether the appointment should proceed.
	4. When reviewing any information provided directly by the applicant, or via the DBS disclosure, recruiting managers should keep an open mind, focus on the ability to do the job and consider the following:
* Is the disclosure relevant to the job / position?
* How serious is it?
* How recent is the conviction? Is it spent?
* Have the applicant’s circumstances changed since the convictions:
* What explanation has the applicant provided?

If may be useful to review this information in conjunction with other checks, such as references.

* 1. Where the disclosure relates to a School Governor or Headteacher, the School is advised to seek advice from the Director of Education & Children’s Services.
	2. A record of the decision should be kept and communicated in writing to the Recruitment Team and the applicant.
	3. The same questions should be asked of an existing employee who declares a criminal conviction or where a new DBS check reveals criminal convictions. A record of the decision should be communicated in writing to the Recruitment Team.
1. **ENSURING EQUALITY OF TREATMENT**

The school is committed to ensuring equality in everything that we do. The Equality Act 2010 has replaced and strengthened all previous equality legislation. This Policy must be applied consistently to all employees irrespective of age, disability, gender (sex), gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the HR team who will, if necessary, ensure the policy is reviewed accordingly.

If you require this publication in an alternative format please contact People Management on 01267 246100 or e-mail:

PMPBusinessSupportUnit@carmarthenshire.gov.uk

**This Policy is also available in Welsh**

**POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

As an organisation using the Disclosure and Barring Service (DBS) to assess the suitability of applicants for positions of trust, Carmarthenshire County Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

Carmarthenshire County Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application packs, job adverts will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process we request that information on a criminal record is detailed on the application form. We guarantee that this information is only seen by those who need to see it as part of the recruitment process and is not taken into consideration in the shortlisting process.

Unless the nature of the position allows Carmarthenshire County Council to ask questions about a candidate’s entire criminal record (Self Declaration) we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Carmarthenshire County Council who are involved in the recruitment process have available guidance to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In a discussion separate to the interview, we ensure that an open and measured discussion can take place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. **This will depend on the nature of the position and the circumstances and background of your offences.**

**FILTERING RULES FOR CRIMINAL RECORD CHECK CERTIFICATES**

1. For those aged 18 or over at the time of offence:

An adult conviction will be removed from a DBS Certificate if:

* 11 years have elapsed since the date of conviction; and
* It is the person’s only offence; and
* It did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution, and if it does not appear on the list of offences relevant to safeguarding.

1. For those aged under 18 at the time of the offence:

The same rules apply as for adult convictions, except that the elapsed time period is 5½ years.

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.