

SAFER RECRUITMENT POLICY

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Reviewer	Status	Notes
JP / (Designated Safeguarding leader) CH / Operations Manager	Approved ▾	Considerable changes in relation to KCSIE 2022. Refined practice. Updated Governor responsibility and social media online checks of shortlisted candidates.
RP	Approved ▾	Reviewed using 6.03 Safeguarding Policy Checklist 2022-09
GP/DW (Governors)	Approved ▾	Questions and queries from SG Gov and other governors (ISI TI) - addressed and resolved. Board of Gobs Meeting - 26 September 2022

Next review date: August 2023

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Introduction

Cransley School recognises that, as well as ensuring the professional competence of all staff, it is important to create a culture of safe recruitment. This, plus the adoption of safe recruitment procedures will help deter, reject or identify people who might abuse children. Accordingly, this document should be read in conjunction with the School's Safeguarding Policy and the relevant parts of DfE Guidance 'Keeping Children Safe in Education: September 2022 (KCSIE), in particular, Part Three.

[Cransley School Safeguarding and CP Policy](#)
[Keeping Children Safe in Education](#)

Scope

This policy describes the stages to be followed for the recruitment of all staff, teaching and administrative.

Roles and Responsibilities

Governors

Governors are required to consider and approve this policy in the light of KCSIE 2022, following suitable training for relevant Governors in Safer Recruitment matters. Cransley uses Educare to provide this training.

Through the Headmaster, they must monitor compliance with this policy to ensure its effectiveness so that Cransley School recruits high quality staff that pose no risk to children and complies with the law, KCSIE and Independent School Standards Regulations at all times.

Headmaster

The Headmaster must ensure compliance with this and related policies/procedures to achieve the aims stated above. In particular:

- Ensure that staff involved in recruitment receive appropriate training and are competent to put this policy into effect.
- Ensure interview panels are adequately resourced, in particular that each panel is made up of at least two persons, one of which is a member of the Senior Management team and has received training on Safer Recruitment procedures (Educare module) and Safeguarding questions for candidates.
- Ensure that staff involved in recruitment are familiar with Part 3 of KCSIE 2022.
- Monitor the application of this policy to ensure compliance at all stages.
- Make arrangements for review of the policy at appropriate intervals.
- Report to the Governors on the effectiveness of the recruitment process.

Operations Manager

The OM will manage the administration of the recruitment process. In particular:

- Record progress of the recruitment process by means of the recruitment checklist
- Maintain recruitment records with staff files in line with data protection principles.
- Arrange interviews and correspond appropriately with applicants.
- Whilst arranging a suitable panel, ensure at least one person on every interview panel has received safer recruitment training.
- Oversee consultation of the Disclosure and Barring Service and the keeping of records on the Single Central Register.
- Keep records of the required information in a secure manner in accordance with the General Data Protection Regulation 2018 and the Data Protection Act 2018.
- Arrange induction training for successful candidates with the relevant members of staff responsible for staff induction.
 - The Designated Safeguarding Lead (for all candidates),
 - The Deputy headteachers (for academic matters),
 - The Assistant Headteacher for Data and SYstem management (for Data Protection training and technical matters)
 - The Assistant Headteacher (for pastoral matters)
 - The Operations Manager / Finance Director (For administrative matters)

Interviewing Panels

All panels:

- Must be chaired by a person who ensures the interview checklist is followed and completed;
- Must contain at least one person who has received safer recruitment training;
- That person must ask appropriate safeguarding questions and record the candidate's answers.

Applicants and other Staff

Applicants and other staff are required to cooperate with staff implementing Cransley's recruitment policy and procedures. In particular to supply all required information accurately and truthfully in a timely manner to allow compliance with this policy.

Arrangements

Cransley School follows the guidance in Parts Two and Three of KCSIE September 2022 on Safer Recruitment, together with the school's individual procedures.

Advertising

The Schools use the TES Recruitment Portal to advertise for all teaching and assistant teaching roles. The TES meets all legal and regulatory compliance requirements.

The TES is also a nationally accessible resource and platform, with the aim of encouraging a diverse and wide ranging set of applicants. Cransley recognises that its location and current demographic, within a predominantly white British community, has an undue impact on its recruitment of diverse staff and may also signpost advertisements in other forums to ensure a diverse range of applicants.

The School will include the following information when defining the role (through the job or role description and person specification):

- the skills, abilities, experience, attitude, and behaviours required for the post; and
- the safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children. See page 55 for further information about regulated activity.

The advert should include:

- the school's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken;
- the safeguarding responsibilities of the post as per the job description and personal specification; and
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

Application forms

The Schools use the TES Recruitment Portal to collect applications for all teaching and assistant teaching roles. The TES meets all legal and regulatory compliance requirements.

Where a role involves engaging in regulated activity relevant to children, the School includes a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

The School will provide a copy of the school's Safeguarding Child protection Policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on its website.

The TES application form and the School based form requires applicants to provide:

- personal details, current and former names, current address and national insurance number;
- details of their present (or last) employment and reason for leaving;

- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references (see below for further information); and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

Cransley School does not accept copies of curriculum vitae in place of an application form.

Shortlisting

Shortlisting of candidates is blind to personal characteristics (age, gender, ethnic background, disability) as much as possible, and selection will be based on the ability and potential to meet the elements of the job description.

The following information should **only** be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted.

Self Declaration of Criminal Records

Shortlisted candidates **ONLY** should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK

For example:

- if they have a criminal history;
- whether they are included on the barred list;
- whether they are prohibited from teaching;
- whether they are prohibited from taking part in the management of an independent school;
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- if they are known to the police and children's social care;
- have they been disqualified from providing childcare (see paras 245-249); and,
- any relevant overseas information.

Applicants should be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview. This declaration can be found in Appendix 1.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Online and Social Media Checks

As part of the shortlisting process, the School will consider carrying out an online search (including social media) as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

The School will begin with Starting with a basic Google/other search engine search, then the main social media and video platforms such as Facebook, Twitter, Instagram, LinkedIn, TikTok, YouTube.

The online review to be carried out by the Data and Systems Manager when not directly involved in the recruitment process and they will feed into the process only information that impacts on safeguarding or reputation. The reviewer will look over a reasonable period of time, depending on position (e.g. five years for a headteacher, three years for a teacher) and any concerns raised during the initial stages of the review.

School will:

- ensure that at least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach);
- consider any inconsistencies and look for gaps in employment and reasons given for them; and,
- explore all potential concerns raised by the checks and declarations above.

All applicants must:

- Complete an application form.
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children.
- Provide evidence of identity and qualifications¹.
- Provide evidence that he/she is entitled to work in the UK¹.
- Be interviewed.

The above information should be provided before the interview to allow the panel the opportunity to prepare properly.

At interview:

- The interview panel chair (usually the Head) must confirm which panel member will ask the required safeguarding questions.
- The panel chair should delegate one member of the panel to complete the interview checklist.
- Unexplained gaps in the applicant's CV (part of the application form) must be explored and suitably resolved.

¹ Original documents must be provided.

Successful Candidates

Successful candidates must:

- If over the age of 16 years, and likely to engage in regulated activity (see page 35 KCSiE Sept 2022) be checked through the Disclosure and Barring Service and relevant databases as appropriate to their role.
- Undergo an induction that includes familiarisation with the School's Child Protection Policy and identification of their child protection training needs. They must read Part 1 of KCSiE and provide written confirmation that they have done so.
- Sign to confirm that they have received a copy of the child protection/safeguarding policy (see *Appendix 4 of the Safeguarding Policy*).
- Complete a fitness-to-work declaration.
- Complete a Privacy Notice and a Photography Consent Form to indicate consent for the school to process their personal data.

The following staff must provide a formal declaration that they are not disqualified from working in schools under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

- Staff employed to provide care for children in reception classes,
- Staff employed to provide supervision of children who have not attained the age of 8 at breakfast clubs, lunchtime supervision, after school care and similar,
- Staff who are directly concerned in the management of the above activities.

This requirement does not apply to teachers.

Employment history and references

The purpose of seeking references is to allow employers to obtain factual information to support appointment decisions. The School Operations Manager obtains references through the TES, once shortlisting has taken place and before interview - this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview.

The School will:

- not accept open references e.g. to whom it may concern;
- not rely on applicants to obtain their reference;
- ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations);
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer;
- always verify any information with the person who provided the reference;
- ensure electronic references originate from a legitimate source (eg TES);

- contact referees to clarify content where information is vague or insufficient information is provided;
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
- establish the reason for the candidate leaving their current or most recent post; and,
- ensure any concerns are resolved satisfactorily before appointment is confirmed.

When asked to provide references, the School will ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations, but should not include information about allegations which are unsubstantiated, unfounded, false, or malicious. References are an important part of the recruitment process and should be provided in a timely manner and not hold up proceedings

Selection

The School will use a range of selection techniques to identify the most suitable person for the post. Those interviewing should agree with the structured questions.

These should include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children;
- exploring their skills and asking for examples of experience of working with children which are relevant to the role; and
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

The interviews should be used to explore potential areas of concern to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- implication that adults and children are equal;
- lack of recognition and/or understanding of the vulnerability of children;
- inappropriate idealisation of children;
- inadequate understanding of appropriate boundaries between adults and children; and,
- indicators of negative safeguarding behaviours.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

At Cransley Pupils/students are involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with pupils/students is common and recognised as good practice.

All information considered in decision making should be clearly recorded along with decisions made.

Offers of Appointment

All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks.

The School will:

- verify a candidate's identity, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, adoption certificate or Deed Poll, where this is available. Further identification checks may be carried out in line with guidelines on the [GOV.UK website](https://www.gov.uk).
- obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children). Note that when using the DBS update service you still need to obtain the original physical certificate (see para 232) ;
- obtain a separate children's barred list check if an individual will start work in regulated activity with children before the DBS certificate is available; See paragraph 242 on how to obtain a separate barred list check.
- verify the candidate's mental and physical fitness to carry out their work responsibilities. See Appendix 4;
- verify the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then School should follow advice on the GOV.UK website;
- if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate (see 262-267); and,
- verify professional qualifications, as appropriate. The Teaching Regulation Agency's (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.

In addition:

- as an independent school we must check that a person taking up a management position as described at paragraph 237 is not subject to a section 128 direction made by the Secretary of State;
- the school must ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State (see paragraph 234 for prohibition checks or any sanction or restriction imposed (that remains current) by the GTCE (see paragraph 236), before its abolition in March 2012;
- before employing a person to carry out teaching work in relation to children, the School must take reasonable steps to establish whether that person is subject to a prohibition order issued by the Secretary of State.
- As Cransley provides childcare, the School must ensure that appropriate checks are carried out to ensure that individuals employed to work in reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations. Further details about the application of these arrangements are provided at paragraphs 245-249 KCSIE 2022.

Applicant moving from previous post

There is no requirement for a school to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked, in a school in England, in a post:

- which brought the person regularly into contact with children; or
- to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons; or
- in another institution within the further education sector in England, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

Whilst there is no requirement to carry out an enhanced DBS check in the circumstances described above, the School may still choose to request one to ensure they have up to date information. However, School must still carry out all other relevant pre-appointment checks (as listed at 213 KCSIE), including where the individual is engaging in regulated activity with children, a children's barred list check (see para 242 on how to carry out a barred list check). See appendix 3 regarding 'Regulated activity'.

Delays in the DBS check process

In exceptional circumstances, a member of staff can work in regulated activity before their DBS certificate has come through, provided that:

- They are supervised; and
- They have undergone all other required checks, including a separate children's barred list check

This can be found in paragraph 228 of KCSIE.

Exceptional circumstances

The DfE expects that schools will only allow someone to start in a post before the results of their DBS check are known, in exceptional circumstances. There is not a definition of 'exceptional circumstances'.

To demonstrate 'exceptional circumstances', the Headteacher will need to ascertain that excessive delays would prevent the School making an appointment in a crucial post, and failure to appoint would lead to:

- Significant challenges keeping the school open; or
- Significant impact on the quality of teaching and learning; or
- Significant impact on the safety and security of pupils

ISI will assess on a case-by-case basis whether the decision to allow someone to start in post before the results of their DBS check came through was appropriate. The School will provide evidence of the steps taken to reduce risk and safeguard pupils in this situation.

What are the legal implications?

Allowing someone to start in a role before the outcome of checks is known can lead the employee to claim that a contract has been entered into. To prevent this happening, the School will be clear with the employee that:

- Starting a job under supervision means that they haven't entered into an employment contract yet;
- Their contract will be issued when the results of the DBS check are received;
- If the results of the DBS check show that they're unsuitable for the role, their services will no longer be required with immediate effect.

The School will document all of this in writing, along with detailed notes of correspondence and interactions with the employee at every stage of the recruitment process.

Carry out a risk assessment

If the School needs to start someone in post before it knows the outcome of their DBS check, and the Headteacher has ascertained that the School's circumstances are exceptional, they must use the risk assessment template in Appendix 5 to help decide:

- Whether this would be appropriate
- What safeguards would need to be put in place

This risk assessment template can be used in situations where:

- A DBS check for new school staff hasn't arrived yet
- You've decided not to accept an existing check from an appointee from another school or college and are awaiting the results of their new check

Recording information - Single central record

The School maintains a single central record of pre-appointment checks, referred to in the Regulations as the register and more commonly known as the single central record. The single central record must cover the following people:

- for schools, all staff, including teacher trainees on salaried routes (see paragraph 278), agency and third-party supply staff, even if they work for one day, (see paragraph 251); and
- all members of the Governing body.

For agency and third party supply staff, schools and colleges must include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff. The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- an identity check, (identification checking guidelines can be found on the GOV.UK website);
- a barred list check;⁸²
- an enhanced DBS check requested/certificate provided;
- a prohibition from teaching check;
- • further checks on people who have lived or worked outside the UK (see paragraphs 262-267);
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

In addition, Cransley, as an independent school, records details of the section 128 checks undertaken for those in management positions.

The details of an individual should be removed from the single central record once they no longer work at the school or college.

Retention of documents

The School does not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help schools and colleges comply with the requirements of the Data Protection Act 2018, when a school or college chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed a school or college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.

Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article 10.

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file.

Further information on handling DBS information can be found on GOV.UK.

Concerns about Candidates

If references, vetting, disclosure and barring checks reveal concerns about a person’s history, the Headmaster will formally assess whether or not the applicant is suitable to work with children.

In such circumstances any offer of an appointment will be put on hold until a suitable assessment has been completed and the Headmaster is satisfied that there is no risk to children and colleagues.

Examples of such concerns are:

- Where a reference expresses concerns, is incomplete or vague, or
- A candidate discloses a caution or conviction as part of their application,

In carrying out this risk assessment, the Headmaster will follow authoritative guidance such as that provided by the NSPCC at

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment#heading-top>

If necessary, the School will pass on information to the relevant authorities, such as the criminal records agency, professional bodies or police.

If a candidate is not appointed on the basis of confidential information and an offer is withdrawn, the candidate will only be informed that, on the basis of checks and references that have been made, the provisional job offer has had to be withdrawn.

.....

Appendix 1 – Short-listed Candidates: Self-declaration of their criminal record or information that would make them unsuitable to work with children

This form must be completed by all shortlisted applicants where a Disclosure and Barring Certificate (also known as a DBS), is required. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974. For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to Nacro guidance and the MoJ website.

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not in itself prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and we will take the following into consideration:

- whether the caution or conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the applicant has a pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the applicant’s circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent cautions and convictions; and also, any adult cautions and spent convictions that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within six months of your application.

Surname:	Forename:
Date:	Post applied for:
NI Number:	Teacher Ref No.
If applicable, Date of QTS:	

Cransley School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Do you have any unspent conditional cautions or convictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any spent adult cautions (simple or conditional), or spent convictions, which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been barred from working with Children or disqualified from working in Childcare?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you subject to any sanctions in the EEA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Teaching Posts Only: Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Management Posts Only: Have you been prohibited from the management of an independent school (s128)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
If you have answered YES to any of the questions above please provide full details on a separate document.	
<p>Please complete and sign the declaration below:</p> <p>I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.</p> <p>I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Cransley School however failure to disclose may result in an offer of employment being withdrawn.</p>	
Signed:	Date:

Appendix 2 – Definition of Regulated Activity (Extracted from KCSiE 2022)

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced [Factual note on regulated activity in relation to children: scope](#)

Regulated activity includes:

- a. teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;*
- b. work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.*

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

c. relevant personal care, or health care provided by or provided under the supervision of a healthcare professional:

- o personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness of disability;*
- o health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.*

Regulated activity will not be:

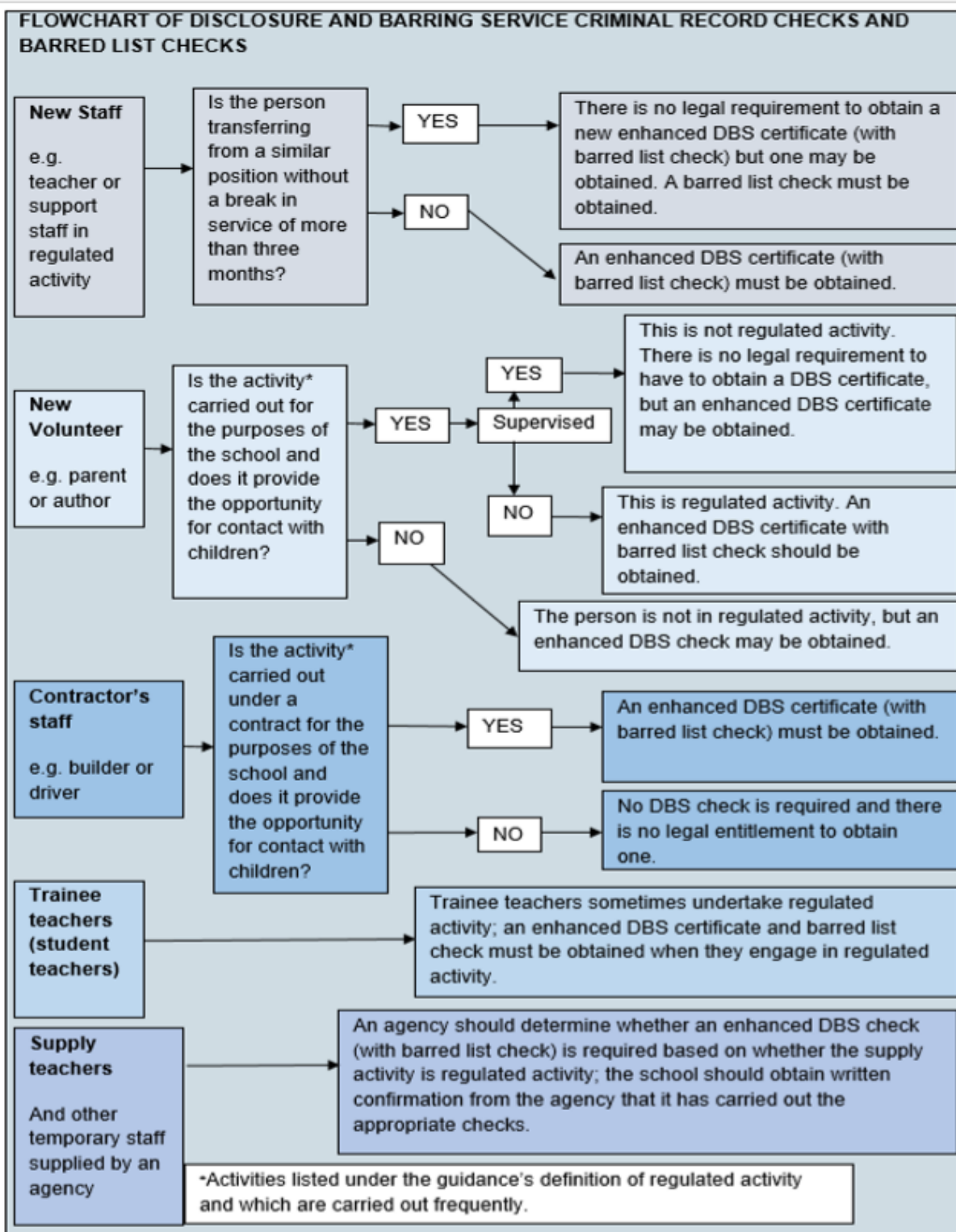
- paid work in specified places which is occasional and temporary and does not involve teaching, training; and*
- supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.*

The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if “it is carried out frequently by the same person” or if “the period condition is satisfied”. Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than three days in any period of 30 days and, for the purposes of the work referred to at (a), apart from driving a vehicle only for children, it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children.

It is not intended that personal care includes such activities as, for example, parent volunteers helping with costumes for school plays or helping a child lace up football boots.

Appendix 3 – Flowchart of Disclosure and Barring Service criminal record checks and Barred List

Flowchart obtained by screen capture – See p60 KSIE September 2022



Appendix 4 – Staff self declaration : Fitness to work and emergency contacts

Fitness to work and emergency contacts

Given Cransley School works with children, once an appointment has been offered, we ask applicants to make a self-declaration of fitness to carry out the work as detailed in the job description. This helps to ensure the safety of the children in our School, as well as making any reasonable adjustments in the workplace. Based on the information you provide, the School may seek further medical advice. This would not be done without discussion with you and your written consent.

Please note that a false declaration, or omission or key information which could affect your health and Safety and that of colleagues or pupils could be regarded as gross misconduct and may result in dismissal.

CONFIDENTIAL (To be completed by applicant).

Please return marked "*Strictly confidential*" to the Operations Manager.

Surname: _____ First names: _____

Previous or alternative names: _____

Title (Mr/Mrs/Ms/Miss):

Date of birth: _____

Address: _____

Telephone _____

Mobile: _____

Name of person to contacted in an emergency: _____ Telephone: _____

General practitioner (Name & address):

Post offered: _____ Start date: _____

Please answer the following questions with YES or NO as they relate to your fitness to carry out the work as detailed in the job description. These questions are confidential, although in order to make reasonable adjustments, it may be necessary for other members of the SLT or the Governing Body, as your employer, to be made aware. This will be done with your consent. If you answer YES, please give further details continuing on a separate piece of paper (which you should enclose with this form) if necessary, or speak directly to the Operations Manager or Headteacher.

1. Have you ever had any illness, medical problem or disability that may currently affect your ability to work safely, in accordance with your job description, at Cransley School?
2. Have you ever been treated in hospital? If YES, gives reason(s) and dates.
3. Have you seen a doctor in the last year for **any** kind of health problem? If so, please give reason(s).
4. Are you having any treatment or investigations of any kind at the moment?
5. Are you waiting for any treatment, operation or investigation?
6. Have you ever had any illness or health related problem that may have been caused or made worse by your work?
7. Have you ever been medically retired from **any** job or left **any** job because of ill health?
8. Do you have any eyesight problems not corrected with glasses or hearing problems?
9. Do you have any difficulty standing, bending lifting or with any other movement?
10. Have you ever had any back problems?
11. Have you ever had any problem with your joints including pain, swelling or stiffness?
12. Have you ever suffered from any mental illness, psychological or psychiatric problem including; depression, anxiety, nervous debility, nervous breakdown, schizophrenia or eating disorder (e.g. anorexia or bulimia)?
13. Have you ever had a drug or alcohol problem?
14. Have you ever had fits, black outs or epilepsy?
15. Have you ever had any skin problems?
16. Have you ever had any heart or blood pressure problems?
17. Have you ever suffered from asthma, bronchitis, or had chest problems?
18. In the last 12 months, have you had a cough lasting more than 3 weeks, coughed up blood or had any unexplained weight loss or fever?
19. Have you ever had hepatitis or jaundice?
20. Do you have any other **relevant** medical conditions?
21. Are you taking any medication at present?

22. Do you suffer from any allergies?

23. Do you regard yourself as being vulnerable or critically vulnerable to Coronavirus?

DECLARATION:

I declare that all of the statements and information I have **given in response to this questionnaire** are true to the best of my knowledge. I understand that giving false information or failing to disclose any significant information could result in dismissal.

I also confirm that I will inform the Headmaster if **any of the information I have given in relation to my health or emergency contacts changes**.

Signed: _____ Date: _____

Appendix 5 - Risk Assessment for accepting a Candidate's existing DBS or for the Candidate starting work with a delayed DBS.

RISK	CONSIDERATIONS	RISK RATING H M L	NOTES	ACTION REQUIRED
The DBS certificate	<p>How old is it?</p> <p>Are there any convictions, cautions or other relevant information listed? Are any of them recent?</p> <p>Have they provided the original certificate?</p> <p>Is the check the right level of check (enhanced, or enhanced with barred list information if appropriate)?</p> <p>If there's information about previous offences, use our guide on how to conduct a criminal records assessment alongside this risk assessment. Only do this if you decide to accept an existing certificate – if you're getting a new check, wait until the results have come through to conduct your criminal records assessment.</p>			
Employment history	<p>Are there any unexplained gaps in their employment history?</p> <p>Have they provided a satisfactory explanation for why they left their last job?</p> <p>Have we confirmed that the job history they've provided is accurate?</p>			
References	<p>Have they provided appropriate references?</p> <p>Have the references been received?</p> <p>Did the references mention any causes for concern? If so, have we followed up?</p>			
Conduct at interview	<p>Did their conduct or presentation during the interview stage raise any questions or concerns?</p>			

<p>Application process</p>	<p>Have their answers been consistent across all stages of the interview process?</p> <p>(If the answer is 'no', make a note of when and how you followed up on inconsistencies or anomalies)</p>			
<p>Additional recruitment checks</p>	<p>Is the applicant fit to work?</p> <p>Have we completed qualification checks and prohibition from teaching checks (where relevant)?</p> <p>Have 'right to work' checks been completed?</p> <p>Has the applicant lived or worked outside of the UK? If yes, have we conducted relevant overseas criminal record checks?</p>			

Appendix 6: PRIVACY NOTICE

Data controller: Cransley School, Belmont Hall, Great Budworth, Cheshire CW9 6HN

Data protection officer: Mrs Jill Cosgrove

As part of any recruitment process, Cransley School collects and processes personal data relating to job applicants. Cransley School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Cransley School collect?

Cransley School collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which Cransley School needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Cransley School may collect this information in a variety of ways, but primarily from the TES Recruitment or Indeed recruitment websites, with whom an applicant will always have a data protection agreement. Other means include, for example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Cransley School may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. Cransley School will seek information from third parties prior to interview and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Cransley School process personal data?

Cransley School needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Cransley School needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. Cransley School has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Cransley School to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Cransley School may also need to process data from job applicants to respond to and defend against legal claims.

Cransley School may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Cransley School processes such information to carry out its obligations and exercise specific rights in relation to employment.

Cransley School is obliged to seek information about criminal convictions and offences. Where Cransley School seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Cransley School will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Cransley School will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Cransley School will then share your data with former employers to obtain references for you, employment background checks providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Cransley School will not transfer your data outside the European Economic Area.

How does the Cransley School protect data?

Cransley School takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Cransley School keep data?

If your application for employment is unsuccessful, Cransley School will not hold your data on file, unless you agree to allow Cransley School to keep your personal data on file for a further 12 month time period for consideration for future employment opportunities. At the end of that period, or if you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Cransley School to change incorrect or incomplete data;
- require Cransley School to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Cransley School is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Mrs Jill Cosgrove, jcosgrove@cransleyschool.org.uk
If you believe that Cransley School has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Cransley School during the recruitment process. However, if you do not provide the information, Cransley School may not be able to process your application properly or at all.

Appendix 7 – Privacy Notice (Employee)

Cransley School Ltd is a Data Controller as defined by the General Data Protection Regulation 2018 (GDPR) and as such has duties to use information or personal data it collects from individuals as part of its legitimate business activities in ways that protect the fundamental rights and freedoms of the individuals providing that information. GDPR applies to “*personal data*” which is defined as “*any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier such as a name, identification number, location data or similar*”.

The purpose of this Notice is to explain: what information we collect about you; how we will use it; your rights in respect to how we keep and use your information, how to access information we hold about you; and to obtain your consent to us processing² your information. More detailed information on the following issues can be found in the school’s Data Protection Policy that can be found on the school website at www.cransleyschool.com/documents-and-policies.

The information we collect about you:

When you join the school, we collect information about you mainly via your application form and a new-starter payroll details form. Further, more confidential information is collected via other paperwork. This information enables us to manage the school effectively, pay you and to allow us to meet our legal duties, e.g. safeguarding children, tax & employment law, health & safety at work. Throughout your time at school additional data is generated about you that falls within the scope of the GDPR, for example, work appraisals, use of the school’s IT systems and E-Learning facilities and even photographs taken³.

How we will use the information we hold:

This information will be used to inform the normal business of running a school, including organising and conducting classes both within school premises and via the online remote learning platform. In doing so we will:

- only use personal data in ways that are lawful, fair and in a transparent manner,
- only hold such data as is adequate, relevant and limited to what is necessary to carry out the legitimate activities of the school and safeguard pupils,
- ensure that data is accurate and up to date. To this end we will issue confidential data collection check sheets annually.
- keep data no longer than is necessary. Our Data Retention Guide is appended to the school’s Data Protection Policy that can be found on the school website.
- employ suitable and effective systems that ensure that personal data including sensitive information is kept secure against unauthorised access, loss, destruction or damage.

Data subjects have the following rights under GDPR:

- The right of **access** to the data to; confirm its nature and how it is used, how long it will be stored and obtain a copy.
- The right to **rectification**; to correct inaccurate data, and to have incomplete data completed.
- The right to have data erased where it is no longer necessary for it to be kept, if you no longer consent or object to it being kept, or it has to be erased to comply with a legal obligation.
- The right to the **restriction of processing** where; the accuracy of the data is contested or you object to it being used.
- The right to **object** to us using your data.
- The right to **lodge a complaint with the Office of the Information Commissioner (ICO)**. The procedure is set out on the ICO website.

² “Processing” is the term used by GDPR to describe what is done to/with data. Here it refers to Cransley School storing and using data in the ways described in this notice.

³ Photographs and similar are subject to a separate consent form that can be found at Appendix I of the school’s Data Protection Policy.

You have other rights relating to the use of personal data but these are very unlikely to affect the way Cransley School uses your data. For full details you can read the school's Data Protection Policy at www.cransleyschool.com/documents-and-policies or go directly to the ICO website.

Access to your information:

To ensure the security of your information, prevent unauthorised access and accuracy of response, the school operates a Subject Access Request system. Should you wish to access the information the school holds on you or your child, in whole or part, please complete a Subject Access Request form. This can be found in Appendix B of the school's Data Protection Policy that can be found on the school website at www.cransleyschool.com/documents-and-policies.

Sharing your information:

The school will not under normal circumstances share your information with any other person or organisation without your knowledge or consent. Examples where we would seek to share information are using a payroll contractor to assist in paying salaries and using the services of a pensions advisor in administering the school's pension scheme. However, in exceptional circumstances we may share information with responsible agencies where we are legally obliged to do so e.g. HMRC. In instances of dispute, financial or otherwise we may share information with our legal advisors.

Consent:

GDPR requires that Data Controllers such as Cransley School Ltd obtain consent from individuals who provide them with data in order to lawfully make use of that data.

- I agree to Cransley School processing the data I have provided within the terms of this Privacy Notice and the school's Data Protection Policy.

Communications:

The school will normally communicate with you via briefings and your school email account. However, not all staff have school email accounts. On occasion, we may need to contact you using your personal means. **Please tick the boxes below to indicate your consent to us contacting you via the means listed.**

- Post
 Phone
 Email
 Text/SMS

Data sharing:

- I agree to Cransley School sharing information with the school's payroll contractor and Pensions Advisor.

I understand that I may withdraw consent to all or any of the above items at any time. To do so or to obtain further information on Cransley School's data protection activities I must contact Mrs J Cosgrove, Data Compliance Manager, Cransley School.

Signature

Print name

Date:

Appendix 8 – Photograph / Video / Artwork consent and release (Staff).

We would like to take photographs and videos of pupils, parents and others involved with the school to use on the school's promotional material such as the prospectus, website and editorial. It is possible that images of others might incidentally appear on such photographs and videos. Is it not practical to list every possible use but the following list gives some examples:

Website

- Social media
- Prospectus
- Editorial
- Newspaper articles
- School directories
- Class projects

Please complete and sign the form below and return to the school.

I consent/do not consent (delete as appropriate) to my photograph or video image to appear in promotional and other material for the school.

Occasionally we may wish to publish a name with a photograph or video image.

- I give permission for my name to accompany photographs or images, with/without prior consultation (please delete as appropriate)**

Name: _____

Signature: _____

Please note you may alter this consent by contacting the school at any point⁴.

⁴ The school's Data Compliance Manager is Mrs J Cosgrove who can be contacted via the school office. Further information on data collection can be found in the school's Data Protection Policy at <https://cransleyschool.com/documents-and-policies>

Appendix 9: New Staff Induction Form

It is the School policy that all new employees are given sufficient information, instruction and training. This is to ensure that they can carry out their tasks with minimum risk to their own or other people's health and safety.

This induction process will provide information and training on the School's policies and procedures, particularly the policy on Safeguarding & Child Protection and Health and Safety.

Employee Name:	
Start Date:	
Date of Induction:	

Delete as appropriate:

New Start Details Form returned to the Finance Department?	Yes / No
P45 returned?	Yes / No
Fitness to Work returned?	Yes / No
Produced relevant documentation (DBS, passport, birth certificate, work permit)	Yes / No
Produced evidence of qualifications	Yes / No

Induction Checklist

Please provide details of the date(s) on which the following training was completed and the initials of the person who conducted the training.

Activity Undertaken	Date	Initials
Management:		
An introduction to Cransley School, the School structure and its aims.		
Introduction to colleagues and other employees, including immediate line manager, whom to report to in case of absence.		
Tour of the premises, shown car parking, catering and toilet facilities.		
Car Make, Model and Number Plate		
Log in usernames and passwords issued (Google/Schoolbase / Emails / Educare)		
Advised on entrances/exits to be used. Door Code:		
Issued with a Contract of Employment		

Discussed the contents and location of the Employee Handbook		
Advised on the location of the School Policies		
Appointment made with Mrs Pargeter for Safeguarding Induction		
Fire and First Aid:		
Instruction about the School's Fire procedures, including fire drill procedure, evacuation assembly points and location of emergency exits.		
Notified of School First Aiders and location of First Aid kits.		
Instructed about procedure for reporting accidents, incidents and near misses, location of accident book.		
Personal Protective Equipment:		
Issued with relevant PPE equipment		
Trained in use of any specialist equipment		
Procedure for storage of PPE equipment and replacement when required.		
Training Requirements to be undertaken:		
Employee Signature:		
Inductor(s) Signature:		