



A learning and caring community
where individuals are valued

4D: SAFER RECRUITMENT & SELECTION POLICY

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CONTENTS

- 1. Introduction**
- 2. The advertising of posts**
- 3. Candidate information**
- 4. Visits to The Sheiling Ringwood**
- 5. Equality and Diversity**
- 6. Shortlisting**
- 7. Self-Disclosure**
- 8. Online Search**
- 9. References**
- 10. Interview and Assessment**
- 11. Pre-Appointment Checks**
- 12. Employment of Ex-Offenders**
- 13. DBS Rechecks and Update Service**
- 14. Overseas Criminal Record Checks**
- 15. Agency Workers**
- 16. Single Central Record**
- 17. Disqualification by Association**
- 18. Staff Safer Recruitment Training**
- 19. Induction**
- 20. Implementation, Monitoring, Evaluation and Review**

Appendices

1. Interview format
2. Pre-appointment checks
3. References
4. Employment of ex-offenders
5. Self-Disclosure for Shortlisted Candidates
6. Online Search Recording Form for Shortlisted Candidates

The Sheiling Special Education Trust (SSET) is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.

1. Introduction

SSET recognises its duty under the Education Act 2005 to make arrangements to ensure that functions are carried out with a view to safeguarding and promoting the welfare of children and young people, and complies with The Education (Independent School Standards) (England) Regulations 2014

We follow current Department for Education (DfE) guidance 'Keeping children safe in education' (2023), 'Working Together to Safeguard Children' (2018), HM Government advice 'What to do if you're worried a child is being abused' (2015) and the Local Safeguarding Children Board's policies, procedures, guidance and protocols.

As a Residential Special School, SSET also follows Residential Special Schools: National Minimum Standards.

As a provider of care and education for young adults, we comply with the Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedoms Act 2012, the Further Education (Providers of Education) (England) Regulations 2006, Department of Health's policy framework of *No Secrets* (2000 and 2011 guidance, updated 2015) and the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, including the Fundamental Standards (2015).

We use robust recruitment and vetting procedures to help deter, reject or identify people who might abuse children and young people, or are otherwise unsuited to work with them. We will also take immediate action where we believe an individual may be at risk, or it is alleged that a child is suspected of being abused. Our primary concern, at all times, is the welfare and safety of all members of SSET's community including young people, staff and visitors.

This policy and all associated procedures apply to all staff, including vocational workers, and should be read in conjunction with other safeguarding, volunteering and employment policies in place at The Sheiling Ringwood.

2. The advertising of posts

The occurrence of a vacancy or creation of a new position will normally be advertised internally on The Sheiling Ringwood website, Indeed (or other dedicated online employment website), other websites as appropriate, and the local press. Senior posts may also be advertised across national platforms.

Application forms can no longer ask about criminal history as this breaches legislation and may be discriminatory against applications based on criminal history.

All advertisements will make clear:

- The skills, abilities, experience, attitude and behaviours required for the vacant role
- our commitment to safeguarding and promoting the welfare of children and young people
- The specific safeguarding requirements of the role (relating to contact/regulated activity with children and young people)

- the need for shortlisted candidates to provide details of all unspent convictions and those that would not be filtered, prior to the date of any interview
- our requirement (under the KCSIE Guidelines September 2023) to undertake an online search on all candidates shortlisted for interview
- how candidates can find guidance and criteria on the filtering of cautions and convictions; and
- the need for the successful applicant to undertake a range of vetting checks including the right to work in the UK, a criminal record check, and where appropriate the Barred List check, via the Disclosure and Barring Service (DBS).

3. Candidate information

All prospective employees are directed to apply online via the SSET website to provide for consistency in information gathered per candidate. The job description, person specification and associated recruitment policy guidance notes are also posted online and candidates are directed to familiarise themselves with these. The documents provided make clear SSET's position regarding its Safer Recruitment processes and the safeguarding expectations upon staff.

All applicants must complete the application in full and are informed that an enhanced DBS (Disclosure and Barring Service) check will be required for all positions. They are advised that all posts involving direct contact with vulnerable children and adults are exempt from the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (2013 & 2020) provided that certain spent convictions and cautions are 'protected'. They are directed to guidance and criteria on the filtering of these cautions and convictions at the Ministry of Justice website. Candidates are advised they will need to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. They are advised that, should they be shortlisted for interview, a structured online search will be conducted by the HR department, and any findings of note will be passed to the interview panel for consideration. They are also advised they may be asked for further information about their criminal history during the recruitment process and if their application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before any appointment is confirmed. They are also given further links for independent guidance.

We will not accept a Curriculum Vitae in place of an application form. However, applicants may attach relevant supplementary information and/or documents.

4. Visits to SSET

Visits by potential employees are actively encouraged and form a valuable part of our recruitment and selection process. Candidates are given the opportunity to make a supervised visit to meet with students and other staff and obtain contextual information relevant to the position, in line with Government advice. The member of staff hosting the visit will always be someone who has the necessary expertise and experience to answer any queries raised.

5. Equality and diversity

SSET adheres to an Equality and Diversity Policy: all applications will be considered on the basis of the knowledge, understanding, skills, qualifications and experience required to undertake the roles and responsibilities of the post coupled with demonstrable motivation and personal values in keeping with the ethos of The Sheiling Ringwood.

We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation. To that end, and as part of the initial application, all applicants will be invited to complete an 'equal opportunities monitoring' form (which requests information related to the characteristics listed above). This information, which will be treated confidentially and will not form part of the application or the shortlisting process, will only be used to help us monitor the effectiveness of our recruitment and equality policies and procedures. Applicants are under no obligation to complete this form, and choosing not to will have no effect on the application.

The Sheiling Ringwood has signed up to the Government Disability Confident scheme.

SSET actively promotes 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 will consider offering part time working arrangements where possible and appropriate for the specific role, but in order to cover student needs, these may still need to fit within current rota patterns.

6. Short-listing

All applications are scrutinised to ensure that:

- they are fully and properly completed
- the information provided is consistent and does not contain any discrepancies; and
- any gaps in employment are identified
- reasons for leaving previous care and/or education-based employment are provided

Incomplete applications are not normally accepted and may be rejected without further consideration.

Any anomalies, areas of concern, discrepancies, or gaps in employment identified by the scrutiny are noted and will be taken into account when considering whether to short-list the applicant.

Short-listing for interview is normally conducted by members of the interview panel and is based on the information presented in the completed application measured against the criteria detailed in a person specification. Short-listing decisions are recorded in a specified format.

7. Self-Disclosure

Should a candidate be shortlisted, they will be asked to provide details on a Self-Disclosure Form (see Appendix 5) of all unspent convictions and those that would not be filtered. This form is then provided to the Panel prior to the date of the interview, for discussion with the candidate during interview.

8. Online Search

In accordance with the latest update to KCSIE (September 2023), SSET is now required to conduct an online search on all shortlisted candidates, prior to interview, as part of the safer recruitment process.

To make applicants aware that an online search will be conducted after shortlisting, all application forms, job adverts and recruitment briefs will contain a statement to this effect.

The search will be conducted within the parameters detailed on the form in appendix 6, and will be focused on identifying any information which might indicate that the applicant: is unqualified for the role; poses a potential safeguarding risk; or risks damaging the reputation of SSET. Irrelevant personal information will not be included or recorded.

Any information related to the criteria above will be passed on to the interview panel for discussion with the candidate.

9. References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References may be taken up before interview. For further information, see Appendix 3.

10. Interview and assessment

Candidates are normally interviewed by a panel whose number and experience vary according to the nature and seniority of the position advertised. The lead member of every appointment panel will have successfully completed safer recruitment training.

Additional competency and/or suitability selection exercises will be included where appropriate.

For further information on **interview format**, see Appendix 1.

11. Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of all pre-employment checks. For further information, see Appendix 2.

An applicant's fitness for the duties required will also be subject to appropriate medical assessment.

Where a pre-appointment check generates a disclosure which may impact on the candidate's suitability for appointment, the matter will be subject to further review and assessment by the relevant member of the Senior Management Team and/or SSET's Designated Safeguarding Lead (DSL) in collaboration with the Local Authority Designated Officer (LADO).

12. Employment of ex-offenders

The suitability for employment of a person with a criminal record will vary depending on the nature of the job and the details and circumstances of any convictions. For further information, see Appendix 4.

To make candidates aware that a criminal record check is necessary for all positions at SSET, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

All candidates are selected for interview based on their skills, qualifications and experience. Once selected for interview, SSET will ask an individual to complete a Self-Disclosure form (see Appendix 5) to provide details of convictions/cautions that SSET are legally entitled to know about and are not protected and where an Enhanced DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and, where appropriate, Police Act Regulations as amended).

SSET undertakes to not discriminate unfairly against any disclosure of a conviction or other information revealed at interview.

SSET ensures that all those in SSET who are involved in the recruitment process have been suitably trained in Safer Recruitment in order to identify and assess the relevance and circumstances of offences. Safer Recruitment training includes appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, SSET ensures that an open and measured discussion takes place on the subject of any offences or other matter disclosed by the candidate 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.

SSET undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

13. Disclosure and Barring Service (DBS) and Barred List checks/rechecks

All employees are obliged to undertake an Enhanced DBS and Barred List check. Volunteers, Consultants and Contractors are obliged to undertake the relevant and permitted level of DBS check, dependant on their role. Candidates who are current subscribers to the DBS Update Service in respect of Enhanced DBS and relevant Barred List are required to give consent for the organisation to carry out instant checks online and produce their original DBS certificate together with photographic identification.

Routine DBS checks (whether full new checks or through the DBS Update Service) will be carried out every 3 years for staff members, volunteers and self-employed consultants who remain engaged with the organisation. It is requested as part of the conditional offer of employment that all new employees obtain and maintain an active subscription with the Update Service; TSR will reimburse the annual update cost after a year of employment has been completed.

All staff are required, without delay, to disclose to their line manager or HR any incidents in their personal lives that may have an adverse impact on their ability to work in a regulated activity. However, where we have concerns about an existing staff member's suitability to work with children and young people, we will carry out all relevant checks as if the person were a new member of staff.

14. Overseas Criminal Record Check/Certificate of Good Conduct

Overseas criminal record checks or a Certificate of Good Conduct will be required for applicants who are foreign nationals, or UK nationals who have lived or spent time abroad for a period greater than three months within the previous five years. Where such a check is not obtainable, a suitability assessment, taking into account references, employment and education history and interview responses, will be undertaken, for consideration by the Principal or nominated substitute, before any offer of employment is made.

15. Agency workers

All agencies used to supply temporary staff, typically care support workers, teachers, teaching support staff and administrative or auxiliary staff, are required to certify in writing that supply workers have the necessary clearance to fulfil the assignment role.

This will normally include:

- an Enhanced DBS and Barred List check (Adult and Children's Workforce) obtained within the immediately preceding 12-month (care staff) or 36-month (supply teachers) period (which must be presented for verification upon first date of engagement)
- the Right-to-Work in the UK
- overseas Criminal Record Check or Certificate of Good Conduct, if appropriate
- professional registration subject to role; and
- suitable qualifications and verified experience for the duties required

The agency will also be required to complete an agreed Agency Worker Profile, including certifying that suitable references have been obtained and any gaps in employment suitably explained in accordance with the relevant legislation, regulation and statutory guidance. Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college must obtain a copy of the certificate from the agency. A list of 'approved' agency staff is maintained centrally and SSET has specified procedures for checking identity, inducting new agency workers and monitoring their performance.

Annual validation checks of agency recruitment records will take place.

16. Single Central Record

In line with the requirements of the relevant legislation covering independent schools, colleges and residential homes, SSET keeps a single central record that covers the following groups:

- all staff (including supply/agency staff, vocational workers) who work at the school, college and residential houses, even if they work for one day
- all others who work in regular contact with students in the school, college and residential houses, including contractors, volunteers and other on-site residents; and
- all members of the proprietorial body, The Sheiling Special Educational Trust.

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

We retain and safeguard all records relating to the recruitment and appointment of staff, in accordance with the Data Protection Act 2018, incorporating the UK's implementation of the UK General Data Protection Regulation (UK GDPR). The details in staff files must cross match exactly with the single central record.

17. Disqualification under the Childcare Act 2006

Staff who work in childcare provision, or who are directly concerned with the management of provision for children of Reception age at any time, or who work with children older than Reception until age eight outside of school hours, are subject to potential disqualification under the Childcare Act 2006. SSET will ensure the appropriate checks are carried out to ensure that individuals are not disqualified under 4D of the Childcare (Disqualification) Regulations 2009. An enhanced DBS certificate and subscription to the DBS Update Service will confirm this for all staff. Where a relevant disclosure is made, the worker will be dismissed from employment following

current Disciplinary Policy and Procedures and will be reported to the DSL and/or the Local Authority Designated Office.

18. Staff Safer Recruitment training

All staff involved in the recruitment and selection process will receive training, appropriate to their role and responsibilities. A member of every appointment panel must have successfully completed safer recruitment training.

Personnel who have undertaken Safer Recruitment training

	Staff Name	Job title	Date training completed
1	Corine van Barneveld	Principal	19/10/2022
2	Andy Walters	Head of School	19/10/2022
3	Mike Gamble	Head of College	19/10/2022
4	Katy Kerr	Head of Finance and Premises	01/09/2021
5	Katie Francis	Head of Health & Therapies	19/10/2022
6	Heidi Holm Rasmussen	Head of Residential Services	05/09/2023
7	Jonathan Tebbutt	Deputy Head of School	09/10/2023
8	Geoff Lively	Deputy Head of College	19/10/2022
9	Eszter Varadi	Deputy Head of Residential Services	10/09/2023
10	Sharon MacLennan	Executive Assistant	19/10/2022
11	Ben Allen	HR & Training Manager	19/10/2022
12	Leigh Hughes	Senior HR Administrator	19/10/2022
13	Nadine Chappell	HR Administrator	19/10/2022

Training in Safer Recruitment will be refreshed every three years.

19. Training on Appointment and Induction

Once employment starts, all newly appointed staff, volunteers and some contractors will undertake a comprehensive programme of training including Safeguarding (incorporating online safety, forms of abuse, SSET's safeguarding processes, procedures raising concerns and designating safeguarding leads), information regarding employee obligations, and departmental familiarisation. They will also attend a full foundation programme which runs termly.

20. Implementation, monitoring, evaluation and review

The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Safer Recruitment & Selection Policy' is the Principal.

The designated member of staff is also responsible for ensuring that all young people, staff, parents/carers and placing local authorities are aware of our policy. A copy of this policy is posted on our website www.thesheilingringwood.co.uk

This policy document will be reviewed at least annually and, if necessary, more frequently in response to any significant new developments in national, local and organisational policy, guidance and practice. The proprietor, the Sheiling Special Education Trust, will also undertake an annual review of The Sheiling Ringwood's policies and procedures relating to safeguarding and ensure that all duties have been discharged in accordance with current legislation, regulations and statutory guidance.

APPENDIX 1

Interview format

Interviews will normally follow a pre-determined evidence-based format with the panel agreeing a set of specific questions they will ask all candidates in order to establish their suitability for the position. A candidate's response to a question will determine whether and how that is followed up. In particular, all candidates will be asked questions to assess suitable personal behaviours for working with children and young people and particularly for working in a SEND environment.

Responses will be recorded in writing by the panel.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview processes and programme will also examine and check the following:

- verification of the candidate's identity, qualifications and experience
- verification of the candidate's registration with a professional body, if applicable
- any unresolved gaps in the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee
- whether the candidate has been subject to any form of capability and/or disciplinary processes in the preceding two years; and
- the candidate's motivation, and suitability of the candidate's values, for working in this environment

With reference to the Candidate's Self Disclosure Form (see Appendix 5), the panel will discuss and contextualise with the candidate any details provided of unspent convictions and those that would not be filtered (prior to the date of the interview) in order to use as part of the suitability test. The candidate will also be advised that this self-disclosure information will be checked against information from any criminal records check (DBS check), Barred List check and prohibition check (as appropriate).

With reference to the online search conducted after shortlisting, the panel will raise any information uncovered and submitted in accordance with the process detailed in section 8 of this policy.

After each interview, the candidates are measured against the relevant person specification. The panel will deliberate whenever there is more than one suitable candidate for a particular position.

Involving Children and Young People

We are committed to involving children and young people in the recruitment and selection process where appropriate. This may be by lesson observation in school or college, participation in group activities in the residential setting, or by joining in a meal with staff and students. Feedback from children and young people who have had interactions with a candidate is sometimes sought (although this is used to supplement information already collected, and not as a basis for the recruitment decision).

APPENDIX 2

Pre-appointment checks

All offers of employment are made in writing, giving the title of the post, contractual hours, details of salary, salary range, (if applicable), start date and duration of the probationary period. Successful candidates are asked to reply, in writing, confirming their acceptance of the appointment as offered.

Any failure to disclose information, or the provision of incorrect information, may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police.

When appointing new staff including vocational workers and other volunteers, SSET will:

- Verify a candidate's identity using current photographic ID and proof of address as specified in regulation except where, for exceptional reasons, none is available - in which case, the matter will be subject to consideration by the Designated Safeguarding Lead (DSL); name changes are checked via birth/marriage/other certificate (where available).
- Obtain a DBS check (at the appropriate level). For most appointments, an Enhanced DBS check with Barred List check (Children and Adult Workforce) will be appropriate. For overseas candidates, including EEA or non-EEA citizens, an overseas criminal record check will be sought if the criteria detailed in section 14 of this policy are met.
- Check that a candidate to be employed as a teacher is not subject to a prohibition, directions, sanction or restrictions order (or formerly List 99 restriction) issued by the Secretary of State. Overseas candidates, either EEA or non-EEA, will be checked by seeking a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.
- Check that a person taking up a management position is not subject to a section 128 direction; management in an independent school are roles very likely to involve head teachers, principals, deputy/assistant head teachers, governors and trustees.
- Check candidates for non-teaching posts who have a teaching qualification and/or have worked as a teacher for any prohibitions, directions, sanctions and restrictions issued by the Secretary of State. Overseas candidates, either EEA or non-EEA, will be checked by seeking a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.
- Check that candidates who are required to be registered with a professional body in order to practice are not subject to prohibition or restrictions on practice by that body.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.
- Verify the candidate's right to work in the UK including verification of EU Settlement Status. If there is uncertainty about whether an individual needs permission to work in the UK, then SSET will follow advice on the GOV.UK website.

- From 01 January 2020, if the role meets the job suitability requirements and the successful candidate is an eligible foreign national who is not an Irish citizen, does not have EU Settlement Status and nor indefinite leave to remain in the UK, SSET will make an application on their behalf for a Tier 2 Sponsorship licence.
- Applicants who are EEA or non-EEA citizens and/or applying for unpaid voluntary work who have not lived in the UK for a minimum of 5 years or more, will be required to obtain a foreign criminal information certificate from their county of residence. Applicants for paid or unpaid work and who have spent in excess of 3 months abroad during the last 5 years will also be required to provide a foreign criminal record check or Certificate of Good Conduct. Advice on the criminal record information/Certificates of Good Conduct may be obtained from overseas police forces, published by the Home Office, and can be found on www.GOV.UK and
- Verify professional/relevant qualifications as appropriate for the position applied for.

Applicants/volunteers (including vocational workers) do not start work unsupervised until all necessary checks have been completed. In the event that there is a justifiable delay in obtaining suitable pre-employment checks, workers may be permitted to commence work under supervision and within the terms of a documented Risk Assessment approved by the Designated Safeguarding Lead.

APPENDIX 3

References

References will always be obtained, scrutinised and any concerns resolved satisfactorily before the appointment is confirmed. They will always be requested directly from the referee and SSET will not accept open references, for example in the form of 'to whom it may concern' testimonials.

We will seek at least two references for external candidates, and these will preferably come from the current or most recent employer, and a previous employer. A reference from any previous employment working with children or young people will be taken up, unless the candidate's current or most recent employment involves working with children and young people.

Should two employment references not be available, we may consider a reference from a professional who has known the candidate personally for at least two years. Such references must be obtained through a professional/business email address (confirming the referee's professional standing).

References from volunteering positions, schools/colleges/universities/teachers, or established teams/clubs/organisations may also be considered if two employment references are not available, however these should be supplementary to, not instead of, an employment reference.

Character references from friends or family will not be accepted.

SSET may take up references at any stage during the application process.

A copy of the job description and person specification for the post for which the person is applying will be included with all requests. Every request will ask:

- about the referee's relationship with the candidate
- whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question
- for specific comments about the applicant's suitability for the post and how they have demonstrated that they meet the person specification; and
- whether the referee is completely satisfied that the candidate is suitable to work with children and young people and, if not, for specific details of the referee's concerns

In addition to the above, requests addressed to a candidate's current or previous employer in respect of work with children, young people and adults whose circumstances make them vulnerable to abuse will also seek:

- confirmation of details of the applicant's current post, salary and attendance record
- specific verifiable comments about the applicant's performance history and conduct
- details of any disciplinary procedures the applicant has been subject to, particularly those related to the safety and welfare of children or young people; and
- details 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
- establish the reason for the candidate leaving their current or most recent post

All referees will be reminded that:

- they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission; and

- relevant factual content of the reference may be discussed with the applicant

References will be checked on receipt to ensure that all specific questions have been answered satisfactorily. The referee will be contacted by telephone to validate the reference and provide further clarification as appropriate, for example if the answers are vague. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate and details recorded. References, whilst obtained by the HR department, will ultimately be signed off as satisfactory by the lead interviewer.

References from Overseas (specifically, but not exclusively, relating to employees requiring sponsorship)

In acknowledgement of the fact that obtaining and verifying references from overseas is sometimes not as straightforward as when dealing with references from the UK.

1. The 'gold standard' is 2 employment references (1 being the current or most recent employer), with verifiable business/official contact details for both – email and phone number. The referees must be in positions of authority (Manager, HR, Director, etc.), as opposed to colleagues.

2. If this isn't available, we will accept a personal (e.g. gmail, hotmail, yahoo, etc.) email contact, providing it is accompanied by a verifiable business phone number (e.g. corroborated on a business website, answered in a professional way with the responder stating the name of the business) and/or the referee sends a copy of proper ID (e.g. passport, driving licence, national identity card) to prove who they are – which can be verified over Teams if necessary.

3. If applicable and requested by the hiring managers, copies of any relevant qualifications listed in the application (e.g. a L3 H&SC qualification) can also be obtained at this point.

4. If the above is not provided, or if there are any other issues (e.g. gaps/omissions) with the application, the candidate is informed that an interview cannot be considered until everything is satisfactory – the process is paused, and the onus is with the applicant to supply everything required.

5. Once the application has been fully 'completed' (e.g. any gaps satisfactorily closed) and all information has been received (references in line with points 1 and 2 above), an interview can be arranged.

6. If successful at interview, an offer letter will be sent, and all references will be taken up.

7. Only once written acceptance of the offer has been received, and all references have been obtained and verified, will a Certificate of Sponsorship be issued.

If any reasonable doubt exists at any point, don't proceed – refer back to the HR Manager and / or the Designated Safeguarding Lead (DSL).

APPENDIX 4

Employment of ex-offenders

The suitability for employment of a person with a criminal record will vary depending on the nature of the job and the details and circumstances of any convictions.

A candidate's criminal record will be assessed in relation to the tasks they will be required to perform and the circumstances in which the work is to be carried out. The following points will be considered when deciding on the relevance of offences to particular posts:

- Does the post involve one-to-one contact with children or other vulnerable groups?
- What level of monitoring and supervision will the individual receive?
- Does the post involve any direct responsibility for finance or items of value?
- Does the post involve direct contact with the public?
- Will the nature of the job present any opportunities for the individual to reoffend at work?

In some cases, the relationship between the offence and the post will be clear enough for the organisation to decide easily on the suitability of the applicant for the job. For shortlisted applicants who have met the requirements of the person specification and have disclosed a criminal record that is not related directly to the post, the organisation will discuss the relevance of each offence with the applicant.

The following issues will need to be taken into account:

- the seriousness of the offence and its relevance to the safety of other employees, young people or property
- the length of time since the offence occurred
- any relevant information offered by the candidate about the circumstances which led to the offence being committed, for example, the influence of domestic or financial difficulties
- whether the offence was a one-off or part of a history of offending
- whether the individual's circumstances have changed since the offence was committed, making reoffending less likely
- whether the offence has been decriminalised by Parliament
- the country in which the offence was committed. Some activities are offences in Scotland and not in England and Wales, and vice versa
- the degree of remorse, or otherwise, expressed by the individual and their motivation to change

All discussions and deliberations will be recorded in accordance with recruitment procedures and will include a documented 'positive disclosures' risk assessment.

APPENDIX 5

Self-Disclosure for shortlisted candidates

Congratulations on being shortlisted. Please return this disclosure to The Sheiling Ringwood **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:		Date:	
Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth:
National Insurance NO:	Teacher Ref. No: (if applicable)	Date of recognition as qualified teacher, QTS (if applicable):	

The Sheiling Ringwood is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; 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.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request.

As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

Please complete questions overleaf.

1. Do you have any convictions or adult cautions that are unspent?	Yes / No
If yes, please provide details here:	
2. Do you have any other cautions or convictions that would not be filtered?	Yes / No
If yes, please provide details here:	
3. Are you included on the DBS children's barred list?	Yes / No
If yes, please provide details here:	
4. Are you included on the DBS adult barred list?	Yes / No
If yes, please provide details here:	
5. *Teaching posts only Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?	Yes / No / Not applicable
If yes, please provide details here:	
6. * Management posts only Have you been prohibited from management of an independent school (s128)?	Yes / No / Not applicable
If yes, please provide details here:	
7. Have you lived or worked outside the UK for more than 3 months in the last 5 years?	Yes / No
If yes, please provide details here:	
8. Are you subject to any sanctions relating to work with children in any country outside the UK?	Yes / No

If yes, please provide details here:

Please complete the declaration below:

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.

I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signed:

Date:

Please return this form in a sealed envelope marked 'CONFIDENTIAL' to:

**The HR & Training Manager
The Sheiling Ringwood**

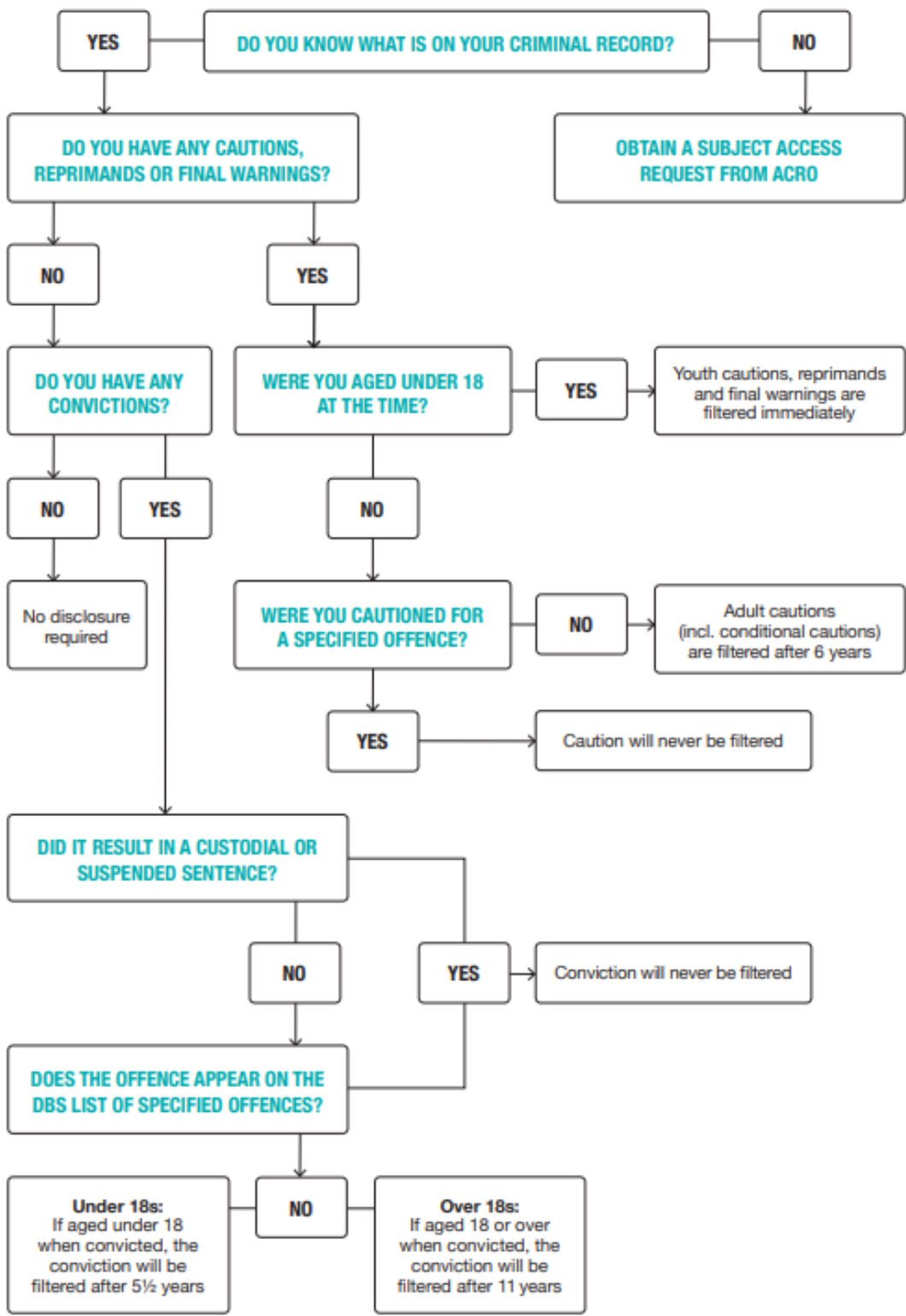
Or email directly to ben.allen@thesheilingringwood.co.uk

Please note that if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

Please see overleaf for Flowchart to help you decide whether you need to disclose spent convictions

PLEASE RETAIN THIS PAGE FOR YOUR OWN RECORDS

Filtering process flowchart (as applied to standard/enhanced DBS checks)



APPENDIX 6

Online Search recording form for shortlisted candidates

Shortlisted Candidate Online Search Record

In accordance with Keeping Children Safe in Education (2023) guidelines, SSET will conduct a targeted online search on all shortlisted candidates prior to interview. The search parameters detailed below will be strictly adhered to, the search will be conducted by a member of the HR team, and only relevant information indicating:

- a potential safeguarding risk
- that the candidate may in fact be unqualified to perform the role
- a potential risk of reputational damage to SSET

will be recorded and passed on to the interview panel for discussion with the candidate.

Candidate Name – Role –

Searcher Name – Time/Date of search –

Search Parameters	Concerns Raised
<p><u>Google search</u> (look at first 2 pages of results ONLY);</p> <ul style="list-style-type: none"> • 'Candidate name' • 'Candidate name' + <ul style="list-style-type: none"> ○ 'current school/employment' ○ 'previous school/employment' ○ 'educational institution' ○ 'job title' ○ 'convicted' ○ 'crown court' ○ 'magistrate's court' <p><u>LinkedIn search</u> (if candidate can be reliably identified from information provided);</p> <ul style="list-style-type: none"> • Check previous employers listed against employment history provided on application form • Check that employment dates match 	<p>ONLY record information that suggests the candidate;</p> <ul style="list-style-type: none"> • Is unqualified for the role • Poses a potential safeguarding risk • Risks damaging the reputation of SSET <p>DON'T include irrelevant personal information.</p>