



Felsted

SAFER RECRUITMENT POLICY AND PROCESS

COVERING BOTH SCHOOLS INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Governance Committee
Date last formally approved by the Governors:	Spring Term 2018
Date policy became effective:	January 2010

Period of Review:	Annually
Next Review Date:	Spring Term 2019

Person responsible for implementation and monitoring:	Human Resources Manager
Other relevant policies:	Safeguarding (Child Protection and Staff Behaviour) Policy Site Security Policy Whistleblowing Policy

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

Mr Simon James
Head, Preparatory School

Mr Chris Townsend
Head, Senior School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

SAFER RECRUITMENT POLICY AND PROCESS SUMMARY

1. Policy Statement

Felsted School (“the School”) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In this context it is vital that the School applies recruitment and selection procedures that identify people who are unsuitable to work with children or young people.

Felsted is committed to meeting the statutory regulations and Independent Schools Inspectorate (ISI) guidance and requirements necessary for the safe recruitment of staff, both teaching and otherwise.

2. Aims

- To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them, by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an ongoing safe and secure environment for children by ensuring that all staff are suitably trained in recognising and responding to signs of abuse.

3. Review

The Safer Recruitment Policy and Process will be reviewed regularly and at least annually in order to consider the effects of change including legislative change. This policy is subject to annual review by the Governance Committee and reported on by that Committee to the Full Governing Body.

4. Recruitment Procedures and Appointment Checks

This process is for the recruitment and appointment of all staff, including teaching and operational staff, contract staff, volunteers and governors (where appropriate). There are slightly different procedures for different employees and these have been noted accordingly.

In order to ensure safer recruitment Felsted School will:

1. Have a satisfactory recruitment process recorded in writing.
2. Ensure that when a post is advertised, the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children.
3. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people and specific reference to suitability to work with children.
4. Request a full application form, and provide a statement to the applicant that any previous employer may be approached.

5. Ensure an explanation of any gaps, discrepancies or anomalies in the application form, and hold a written record that the explanation is satisfactory.
6. Check an applicant's previous employment history and experience.
7. Check whether the candidate is registered with the DBS.
8. Gain at least two written references, including the most recent employer, with a reference request that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant. Reference requests should ideally be made in advance of the interview in order to confirm character, employment and personal history as stated on the application form and qualifications for the job. References will be verified as required, which may include contact by the School with referees directly.
9. Hold an interview with a written record of the outcome using a designated interview sheet. It is advisable to have at least two people interviewing a candidate in order that one can keep a proper record of the interview whilst the other interviews. Both would have authority to appoint and a meeting prior to interview would have established agreed issues, competency based questions, assessment criteria and standards including safer recruitment questions.
10. Carry out other assessment with clear purpose such as lesson observation to assess skills in the classroom and 'walk about' to assess technical understanding of the role.
11. Gain proof of qualifications and check qualifications with relevant body where qualifications are key to the job being applied for.
12. Verify the successful candidate's identity and right to work in the UK. Check identity against an official document such as a passport or birth certificate (copy to be kept on file).
13. Carry out an Enhanced (including Barred List) DBS check for all staff.
14. Carry out an Enhanced (including Barred List) DBS check and have a completed signed agreement for any adults living on site.
15. Carry out full checks on 'gap' students as far as is possible including Enhanced (including Barred List) DBS and at least a 'certificate of good conduct' from the student's previous school. The School uses a known professional intermediate body to provide potential candidates for these roles.
16. Carry out overseas checks where an applicant has lived/resided overseas within the last ten years, with checks to be undertaken for a minimum of the most recent five years.
17. Carry out a National College for Teaching and Leadership (NCTL) check on teaching staff, to check that they are not prohibited from teaching.
18. Carry out a EEA check on teaching staff (appointed from January 2016 onwards) that they not prohibited from teaching in other countries within the European Economic Area.

19. Receipt of a signed staff suitability declaration for all staff who provide any care for a child up to and including reception age and staff who are employed to work in childcare provided by the School outside of school hours for children who are above reception age but who have not attained the age of 8, showing that the candidate/member of staff is not disqualified from providing childcare as set out in the statutory guidance 'Disqualification under the Childcare Act (July 2018)'.
20. Ensure that those who commence work in a management capacity have the necessary S128 check and they are not prohibited from a management position within a school.
21. Verify the member of staff is medically fit to carry out the duties of the post applied for.
22. Make offers of appointment subject to a satisfactory Enhanced (including Barred List) DBS check, references satisfactory to the School, ISA registration, right to work in the UK, medical fitness, qualification proof and Prohibition from Management, Disqualification, Prohibition from Teaching, EEA and overseas police checks.
23. Work should not begin before the satisfactory completion of an Enhanced DBS check, unless absolutely vital and then a barred list check, all other relevant checks and a full risk assessment must be carried out. Staff must be supervised and have no unsupervised access to pupils until the necessary checks have been confirmed as satisfactory, both references have been received, the DBS form submitted for checking and a Barred List check undertaken.
24. Gain confirmation from employment agencies (and other businesses that may supply staff) that DBS and other necessary pre-employment checks are in place for their staff when we commence using their services. This is gained via a form template (available from HR). A copy of the DBS from the agency is required and the individual is required to show ID on day one (usually a passport).
25. Written Confirmation from taxi companies that DBS checks are in place for their staff for taxis booked to convey boarders.

5. Planning and Advertising

Managers will be expected to complete a pre-recruitment authorisation form via Vacancy Filler detailing salary, need for post, location and gain authorisation from the Bursar. Advertising will be in the most appropriate medium for the role and will always be advertised internally and/or externally. The advertisement will include a note that a DBS disclosure and all other relevant checks are required. When applicants respond to an advertisement they will be sent/directed to an information pack.

6. Shortlisting and Interview

The manager will be responsible for shortlisting applicants on the basis of suitability against the job description/person specification. Selected applicants will be invited for interview and will be informed in advance of the requirements for the day including any presentation, testing and those who will be on the interview panel. At least two people will be on interview panel, at least one of whom will be safer recruitment trained wherever possible. Notes will be taken at interview of the answers candidates give. Any gaps in employment history will be explored, along with relevant safer recruitment questioning. Where it is appropriate, references will be taken up prior to interview.

7. Conditional Offer of Employment and Pre-employment Checks

This will be made once the recruitment panel has seen all candidates and is conditional on receipt of two satisfactory references, satisfactory Enhanced (including Barred List) DBS check, proof of identity and right to work in the UK, sight of required professional qualifications, satisfactory medical clearance, Disqualification under the Childcare Regulations 2006 declaration, prohibition from teaching (including within the EEA) and prohibition from management checks. Any documentation in relation to unsuccessful candidates will be passed to HR for storage and to inform candidates.

The candidate will receive a provisional offer letter, details in regard to DBS completion (incorporating prohibition from management, prohibition from teaching and disqualification check), medical questionnaire, new employee form and any other job related documents. A personal file for the candidate will be created, along with relevant starter checklists. Once all checks are received satisfactorily then a contract of employment will be drawn up and sent to the staff member for signature. In addition an Induction or welcome pack will be sent prior to commencing in the role.

8. Induction and Probation

On commencing their role, the new starter will receive an induction plan. This will be created by their line manager and will include matters such as ICT equipment/logins, Security pass, Payroll details, Health & Safety details, Child Protection training, HR relevant procedures and role specific matters. If there are particular issues apparent during a staff member's probationary period, these are to be addressed via the Line Manager in conjunction with the Human Resources (HR) Manager. If necessary, termination of the probationary period can be an option if the staff member is unsuitable/ unable to perform the role for which they were appointed. On successful completion of the probationary period, the new starter's line manager will inform HR who will write to the individual to congratulate them and send out any necessary information.

9. Keeping of Records and Storage of recruitment information

In order to ensure that only suitable candidates are recruited at Felsted, full records are kept on file for successful applicants. This includes reference details, application forms, medical questionnaire, copies of qualifications, interview notes, DBS disclosure details, Barred List check, identity check, disqualification under the Childcare Regulations 2006 declaration, prohibition from teaching (including within the EEA) and prohibition from management checks and right to work in the UK. .

As with any HR related information, storage of recruitment related documentation is handled with care in line with the Data Protection Act 1998. Applications are held securely and for a specified length of time prior to confidential shredding. DBS checks in their entirety are only kept for the time taken to make an informed decision on the recruitment process, after which the reference disclosure number and date seen is kept on file to demonstrate compliance. All files are kept in a secure environment.

10. Disclosure and Barring Service

It is our commitment to ensure that:

- An Enhanced DBS (including Barred List) check is carried out for all staff before starting employment with the School.

- The DBS process also applies to the spouse and adult children of staff, other family members and any staff directly employed by the member of staff living on the School site.
- Where sub-contractors attend site during core school hours they will be under the overall supervision of the relevant Operational Team department who will have ensured that they meet the necessary requirements.
- Completed, signed and authorised forms are submitted to the DBS (via Atlantic Data) by the HR Manager who has direct responsibility for the timely submission and monitoring of forms. Returned certificates that meet Felsted's standards have an identification number which is noted on the Single Central Register.
- Returned Disclosure forms that identify disclosed offences will be reviewed under a Risk Assessment by the HR Manager, Head and/or Bursar, with reference to the Head of Department and the individual requirements.
- Consideration is given under the Risk Assessment as to whether the offence is relevant to the applicant's employment.
- As part of the Risk Assessment, consideration will be given under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- As a School where regulated activity occurs, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) , applicants are obliged to disclose spent convictions in addition to any unspent convictions.

Employment will not be considered for any of the following offences, irrespective of how long the employee has worked for us:

- An offence against vulnerable adults
- An offence against children
- An entry on the Sex Offenders register
- Any sexual act with a minor or under age person
- Rape
- Kidnapping and detaining with menaces
- An offence related to the use, sale or downloading from internet sites of pornographic material that involves children or vulnerable adults
- The use, sale or distribution of illegal substances, that does not fall within the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
- Acts of violence, such as Grievous Bodily Harm and Actual Bodily Harm, which do not fall within the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
- Theft, aggravated or otherwise, that does not fall within the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
- Custodial sentences for any offence, other than motoring offences that do not include aggravated theft or loss of life.

Convictions and Cautions that may be considered for employment within a school environment:

- Convictions/Cautions for theft, burglary, handling stolen goods and fraud that did not merit custodial sentences, or where such sentences were wholly suspended, and are outside of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- Convictions/Cautions for common assault, affrays, actual bodily harm, harassment, using threatening behaviour, making false statements and being drunk and disorderly that are outside of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- Motoring offences, excluding theft and aggravated theft.

Consideration will also be made to the number of offences recorded and the date when the offence occurred.

A Risk Assessment must be completed as part of the decision made in relation to the applicant's employment with Felsted.

Where the decision is to continue with the employment, taking into account the Risk Assessment, all relevant parties must be informed. If the decision is to inform these parties then permission must be sought from the employee before doing so. Where the interested parties do agree with the employment, the Head of Department will notify the employee and HR will write to the employee confirming the basis of their employment.

In the event that the Head does not agree with the employment, the HR Manager/Head of Department will notify the applicant immediately and their offer of employment withdrawn.

The Risk Assessment form must be raised by the HR Manager, or nominee, for any Disclosure that has any convictions, cautions, court orders, reprimands or warnings (both spent and unspent). Where it is assessed by the HR Manager that the entry on the Disclosure does not affect the employee's role, confirmation will be sought from the Head or Bursar and the Risk Assessment will be enclosed in the personnel file accordingly.

Where the HR Manager decides that an entry merits a review by the relevant Head of Department the partially completed form will be passed to the Head of Department who will interview the employee, in this regard.

Where the decision is to terminate the employment or withdraw an offer then this must be carried out in line with the disciplinary and recruitment procedures as necessary.

Where the decision is to continue with the employment or offer, then the procedure is as detailed above.

Current staff who have a change in their role and responsibilities, including boarding and leadership responsibilities, will be subject to a new Enhanced (including Barred List) DBS check. It is the responsibility of all employees and workers (including external coaches and contractors) to declare any convictions, cautions, court orders, reprimands or warnings (both spent and unspent) they receive during the course of their employment to their Line Manager/Head of Department or the Head. If required, the matter will be investigated via the Disciplinary Procedure accordingly and risk assessments carried out as required along with a new Enhanced (including barred list) DBS check.

11. Contractor Procedures

Following the guidelines by the Department for Education, the School recognises that it is not necessary to obtain a DBS Disclosure for contractors who attend site only on an ad hoc or irregular basis and for short periods of time. However, it is a requirement that contractors sign in and out, and are escorted whilst on the premises by a member of staff. This includes contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school premises. This also applies to contractors or visitors who are on site outside school hours when pupils are not present. Typical examples are Lettings customers and external events who only use the facilities after the children have gone home. Members of the public using the gym and fitness centre are required to sign in and out at all times.

Regular site contractors (visiting at least once a term) must follow similar procedures to Felsted employees. It is the responsibility of the respective Head of Department to ensure that the Works Department is contacted before any external contractor is invited to carry out work on the School site. All regular contractors are required to complete the Contractor's Registration Form to demonstrate they are suitably vetted and the appropriate checks (including a DBS check) have been made by their employers. A form for this purpose is available from the Works Department.

An annual briefing takes place for all regular contractors and every contractor receives a short briefing by a member of the Works Department at the start of every visit.

All contractors must sign in and out at the School's Works Department and are required to wear the contractor identification provided.

A schedule of all regular contractors is held by the Estates Manager.

12. Protocol for Usage of Casual Staff, Volunteers, Sports Coaches, Trip Support and Visitors

No one can be invited into the School or on school business without prior permission of your line manager and the appropriate coaches, volunteer, contractor or visitor checks being carried out.

An individual is responsible for personal guests at all times, or those who have a right to carry out unannounced visits subject to reporting to Reception.

Only Felsted staff and external tutors approved through the Schools external coaches and tutors procedure, can tutor (i.e. provide additional subject tuition sessions), no private arrangements can be made which bring outside tutors onto school property. This should be within an appropriate pupil group i.e. current tutor to be teaching at a current relevant level to ensure up to date knowledge.

All casual staff will be subject to DBS and other relevant checks even if they have no direct contact with children.

All casual staff are required to be on site every three months or more frequently in order to maintain their current DBS check. If there is a lapse in the three months a new DBS check is required. People such as Music Peris, Art models, Volunteers, Casual Catering and Cleaning staff, holiday club coaches, self-employed coaches must adhere to this. A sensible solution to this is to offer a training session at relevant points in the year where these people come on to site, sign in and are updated on any CPD requirements and changes to policy or practice for their area. The line manager/co-ordinator is responsible for arranging the meeting and the keeping of records, which should be copied to Human Resources termly.

Any casual staff member/volunteer/self-employed worker must sign in and get an appropriate pass from Reception or the department where they will be working. They must also sign out at the end of the shift.

Any person volunteering on a school trip must be accompanied at all times by a DBS cleared staff member. If the volunteer is used regularly (i.e. more than twice in a month) they must have a DBS and any other relevant checks. If a volunteer transfers from a voluntary to a paid role a new DBS and any other relevant checks must be carried out.

Any staff member who takes on significantly more boarding responsibilities in the School (i.e. becomes a Resident Tutor or AHM) must undergo a new DBS check. Anyone over the age of 16 living on the school site (and not on the school roll) or a personal visitor who visits more than once a month, must also be DBS checked and must have completed the signed agreement for any adults living on site. It is the responsibility of the householder and a condition of the tenancy to inform the Human Resources Manager and to request that a DBS check is carried out.

Any coach who works for a company must have all the relevant checks completed and provide the School with a completed External Coaches/Tutors Form. These must be seen by the relevant HOD or line manager and passed to HR for central filing (with a copy remaining with the HOD). Any self-employed person who requires assistance gaining a DBS check may use the School's services to do so but this will be at the cost to the self-employed person.

PGCE students are able to be on site so long as their DBS check from their university has been made available and copied. A copy should be passed to Human Resources for record keeping purposes.

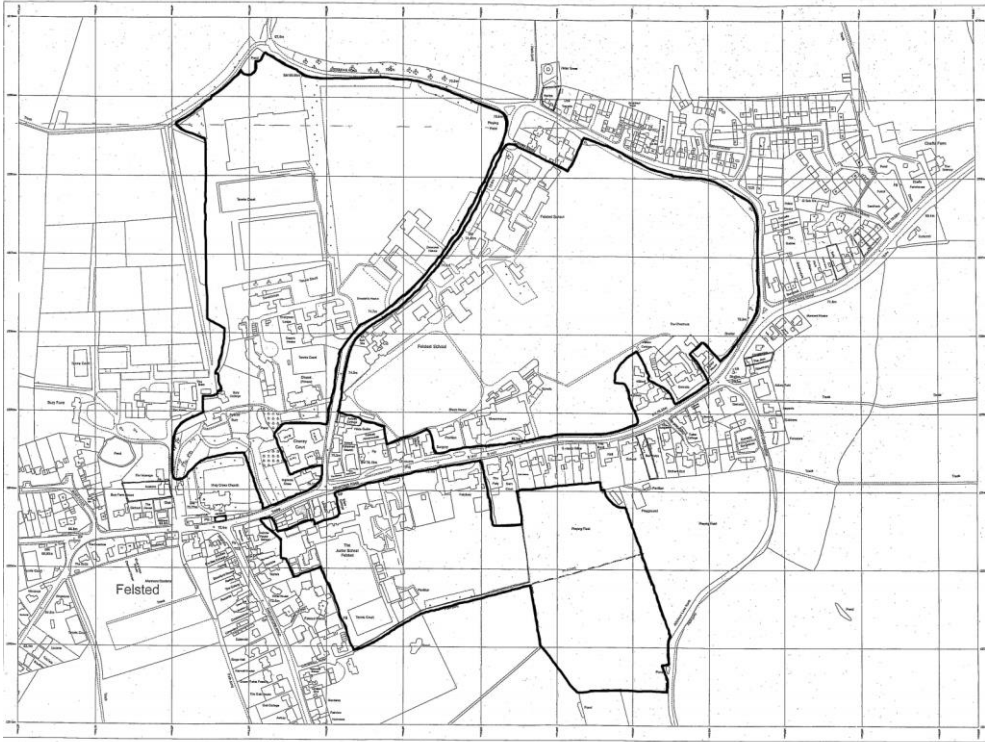
Work experience students are permitted on site so long as this has been pre-authorised by the HOD/SLT member and they are continually supervised. They need to sign in and out at Reception every day and are accompanied at all times, including lunch and any free time. A risk assessment must also be completed by the HOD prior to their arrival.

All staff and casual staff will wear their identification/visitor badges on site at all times.

No person can start work (paid or unpaid) on site prior to receiving a DBS and all other relevant checks apart from in exceptional circumstances. If this does need to occur then (subject to approval from the HR Manager) a DBS must already have been applied for, two employment references must be in place, a Barred List Check undertaken and a full risk assessment be in place and updated fortnightly by the HOD/line manager until the DBS is through and cleared.

DBS checks are not transferable for the purposes of usage at Felsted (unless they are specifically via the DBS Update Service which the individual has signed up to).

Any visiting speakers, whether invited by staff or pupils, must always be accompanied by a member of staff who will oversee the content of the talk and their visit. A Visiting Speaker Form must be signed and approved by the Head (Prep) or Deputy Head (Senior) before the speaker visits the School. (Prevent Duties 2015).



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13. Roles and Responsibilities

The Heads hold responsibility for the compliance of the Safer Recruitment Policy at Felsted.

They will ensure that effective recruitment policies and procedures are in place for the management and control of the Safer Recruitment Policy and Procedure.

To meet these responsibilities they are assisted by the HR Manager who will be responsible for providing advice, guidance and best practice.

The Heads and the Bursar will ensure that adequate resources in terms of finance, personnel and time are provided as necessary in order to meet the DBS policy and operational needs.

The Heads are responsible for:

- Providing adequate resources for the management of the Safer Recruitment Policy and Procedure.
- Implementing the requirements of the Safer Recruitment Policy and Procedure and where necessary supplementing this to ensure compliance.
- Monitoring the effectiveness of the Safer Recruitment Policy and Procedure and instigating improvements if it is failing.
- Ensuring that the Bursar, HR and Heads of Departments are aware of their responsibilities and that they receive appropriate training to meet these requirements.
- Ensuring that all employees comply with the policy.
- Ensuring that safer recruitment responsibilities are clearly annotated in all job descriptions.

The Bursar and Heads and Heads of Department (teaching and operational) will:

- Ensure that they are aware of their responsibilities with regard to the management of the Safer Recruitment Policy and Procedure in their respective departments.
- Ensure that all relevant applicants complete the appointment and recruitment checks documentation as part of the recruitment process.
- Ensure that any interview panel includes (ideally) at least one person who has received approved Safer Recruitment Training.
- Discuss with the HR Manager any Disclosure information provided by potential applicants that could preclude their employment at Felsted.
- Not consider employing any person convicted of a child or vulnerable adult related offence or who have been entered on the Sex Offenders Register.
- Ensure that all employees wear Felsted issued Identification Badges when at work and only use nominated welfare facilities, such as toilets.
- Be responsible for the management and monitoring of employees/contractors/visitors on site to ensure that they comply with the Safer Recruitment Policy and Procedure and site visitor/contractor rules.
- Ensure that a contractor sign-in register is on each site, to include contractor's name and represented company.
- Ensure that all new employees awaiting DBS confirmation follow the risk assessment process.
- Liaise with the HR Departments (coaches and volunteers) or the Works Department (contractors) before any work (paid or unpaid) is undertaken by any person who is not a member of school staff.
- Ensure that any visitors to the School are signed in via the School Reception, supervised at all times and that any visiting speakers follow the visiting speaker protocol.

The Human Resources Manager will:

- Bring to the attention of the Bursar any potential failings in process and/or procedure that could arise.
- Ensure that any Group or legislative changes towards the safer recruitment process are reflected within the Policy and Procedures.
- Provide guidance to Heads of Departments on any safer recruitment issues and concerns affecting their regions and assist with problem solving.
- Be responsible for ensuring the satisfactory completion of relevant recruitment checks, as part of the recruitment process, for relevant employees.
- Be responsible for informing Heads of Departments of any concerns raised by information disclosed on the returned forms.
- Be responsible for ensuring timely resolution to any such issues, including the termination of applicants deemed unsuitable and dealing appropriately with current staff who receive a conviction whilst in employment via the appropriate procedures in line with the School's Safeguarding (Child Protection and Staff Behaviour) Policy and Keeping Children Safe in Education (DfE).
- Be responsible for the issue, monitoring and management of Risk Assessments in relation to entries on returned Disclosure forms.
- Bring to the attention of the Bursar any employee/potential employee for whom a risk assessment has been carried out.
- Ensure that the SCR is accurate and up to date and compliant with all relevant checks as required at the appropriate level for each person.

Appendix A - Risk Assessment Form if conviction on DBS forms

Name of Applicant:		Position applied for:	
Considerations			
Is Applicant debarred or disqualified from working with children?	<i>If so, it is an offence for persons banned from working with children to apply to work with children. You should inform the Police, DBS and/or the DfES Children's Safeguarding Operations Unit (formerly the Teacher's Misconduct Team).</i>		
Type of offence/sentence given:	<i>Is the caution/conviction a "one off" or are there several? Are the cautions/convictions of a similar nature? Is the context behind the offence cause for concern (e.g. Was the conviction for an act of "self-defence" or a premeditated act)?</i>		
Date of offence:	<i>Was the Applicant a juvenile or adult at the time of the offence? How long ago was the caution/conviction?</i>		
Relevance to position applied for:	<i>Is the caution/conviction relevant to the role which will be undertaken? Does the position involve face to face contact or contact via ICT that may occur on more than one occasion?</i>		
Level of accountability/responsibility:	<i>What level of supervision will the Applicant receive? Is the Applicant likely to be placed in circumstances similar to those in which he previously offended?</i>		
Applicant's attitude to the offence:	<i>Does the Applicant show remorse? Does the Applicant take responsibility for the offence and recognise the harm that he/she caused?</i>		
Mitigating circumstances:	<i>Were there particular personal circumstances at that time which led to the offence (e.g. Financial hardship, dysfunctional family) which have now changed?</i>		
Risk before precautions/controls High/medium/low <i>(Please explain the reasons for your decision)</i>	Minimise risk by <i>(Describe</i>	Residual risk after controls are in place High/medium/low	

	<i>precautions/controls):</i>	<i>(Please explain the reasons for your decision)</i>
Decision:		
The Applicant will not be appointed	The Applicant will be appointed	The Applicant will be appointed subject to the following conditions
<i>Conditions of appointment:</i>		
Assessed by: Print name Job title	Signature	Date assessed:
Assessed by:		Date assessed:

Appendix B - External Coaches and Tutors Form



Supplied External Coaches / Tutors

Name of company supplying	
Please attach either a compliments slip, company business card or a sheet of headed paper	
Address	
Telephone	
Contact Name	
Position	
Signature	

PLEASE COMPLETE FOR EACH PERSON YOU WILL BE SUPPLYING TO FELSTED SCHOOL, PRIOR TO THEIR COMMENCEMENT AT FELSTED SCHOOL

Name of Coach / Tutor	
Date of Birth	
Right to Work in UK confirmed	
Date satisfactory DBS obtained	
DBS number	Enhanced / Standard
References Gained	
Full employment history checked	
Qualifications checked	
<i>I confirm that the above information has been gained and the individuals suitability to work with children has been checked.</i>	
<i>signed</i>	
<i>print name</i>	
<i>date</i>	

Once completed please return to the HR Department, Felsted School, Felsted. Essex. CM6 3JL

Appendix C – Contractor Registration Form

Contractor Registration Form

Name of Company (please attach a compliments slip, company business card or a sheet of headed paper)	
Address	
Telephone	
Contact name	
Position	
Signature	

PLEASE COMPLETE FOR EACH PERSON YOU WILL BE SUPPLYING TO FELSTED SCHOOL PRIOR TO WORK COMMENCING

Name of employee	
Date of Birth	
Right to work in the UK confirmed	
Date satisfactory DBS obtained	
DBS number	Enhanced (with barred List) / Enhanced / Standard
References gained	
Full employment history checked	
Qualifications checked	
I confirm that the above information has been gained and the individuals suitability for working in an environment where they may be regular contact with children has been checked	
Signed	
Print name	
Position in company	
Date	

Once completed, please return to the Estates Manager, Works Department, Felsted School, Felsted Essex. CM6 3LL

Appendix D – Recruitment & DBS Process

Position Identified

1. Ensure Job Description is accurate

Should include job purpose, principal accountabilities, required skill set and person specification. Establish shortlisting criteria for shortlisting.

2. Pre-recruitment Authorisation Form

Before the role is advertised, authorisation is needed from the Bursar. A pre-recruitment authorisation form is completed online for the Bursar to approve or decline.

3. Advertise Role

Advert to include reference to safeguarding statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked.

4. Role Information Pack & Online Application Process

All applicants to complete online application process (paper copies available via HR) in order to ensure consistency in information obtained from candidates and to identify any employment gaps. Role Information Pack includes job advert, job description, information on Felsted School, application process and terms of appointment, including Recruitment of Ex-Offenders and Disclosure and Barring Service information.

5. On Receipt of Applications

Scrutinise any discrepancies, anomalies, gaps in employment (via the recruitment system) and note to explore if candidate invited to interview. During the interviews to ensure at least one panel member if Safer Recruitment trained (full list from HR available).

6. Shortlist of Candidates

Applications are shortlisted via the online recruitment system against the criteria within the job description. Obtain professional references prior to interview where required and relevant.

7. Invite to Interview

Shortlisted candidates are invited to interview via email on the online recruitment system. Interview invitations will request proof of qualifications and Right to Work in the UK and a DBS application form together with three pieces of suitable ID.

8. Develop Interview Schedule and Questions

Include competency based interviewing questions (see Appendix J) based on the job description, appropriate safer recruitment questions & mandatory safer recruitment questions.

Decide on other alternative selection methods i.e. tour, presentation, lesson observation, test etc.

9. Interview

At least two interviewers should be present, with at least one being Safer Recruitment trained. Both interviewers ask questions and take notes. The Safer Recruitment trained interviewer to focus on covering all the safer recruitment questions.

10. After the Interview:

Qualifications to be checked by awarding body where necessary. Any anomalies highlighted in interview to be further investigated through speaking with relevant previous employers. The successful candidates contacted by the manager and offered the role.

11. Conditional Offer of Appointment & New Information Pack

Offer letter raised subject to obtaining two references, medical clearance, qualifications, proof of their Right to Work in the UK, an overseas Police check (if applicable) a Disqualification by Association Disclosure (where applicable), a prohibition from management check (where applicable) and a Disclosure and Barring Service check that is satisfactory. If the applicant is a teacher, to carry out an NCTL & EEA prohibition checks. Only once these checks are received and satisfactory to us can the appointee commence employment.

Posted with the offer letter is a 'new information pack' for the new appointee to complete and return. Included in this pack is the Keeping Children Safe in Education document for schools and colleges and Annex A (where applicable) to sign to say they have read and understood.

12. Risk Assessments

Only in an exceptional case pre-authorised by HR should an employee commence employment without DBS in place). In this incidence the barred list will be checked, both satisfactory references received and a risk assessment completed. At no time should this person be allowed to be on their own with children and must be accompanied at all times by another member of staff.

13. Applicant Commences Employment

The applicant commences employment. All checked have been obtained. Their manager will work through the 'New Induction Checklist' with the new member of staff, which includes arranging a photo ID card.

14. Induction Process

The new employee will be invited to attend the next Induction date. Induction lasts three hours and includes a HR Induction (policies & processes), Felsted Connect (benefits), Health & Safety and a Child Protection session by a Designated Safeguarding Lead.

Appendix E - Pending Disclosure and Barring Service Risk Assessment

RISK ASSESSMENT CHECKLIST

The Head of Department is responsible for carrying out the risk assessment of an employee where the school plans to start an employee before the DBS clearances are received. The Head of Department must take into account the employer's duties in law. In all cases the HR Manager must be aware of the risk assessment being carried out before the employee start date is agreed.

Name of Employee:

Department:

<p>The Nature of the Job</p> <p>What contact will they have with children? Face to face; 1:1; Group; Telephone etc. Frequency of contact with pupils? Daily; weekly, etc.</p>	
<p>What experience do we have of and what is known of the Candidate</p>	
<p>Has the Candidates DBS Disclosure been submitted and their identity verified including photographic evidence and their address</p>	
<p>Has a Barred List check been completed</p>	
<p>Have both references been received and are they suitable?</p>	
<p>Has confirmation been received the candidate is suitable to work with children</p>	
<p>Will they be in a position where they could build relationships?</p>	
<p>Consider the environment from the perspective of the children?</p> <p>School is a safe environment they will not associate it with risk)</p>	
<p>What are the risks?</p>	

Pupils, school reputation etc.	
<p>What measures and safeguards have we put in place to eliminate the above risks to pupils of the school? e.g. Supervision in place</p> <p>(supervised by other staff member, consider what will happen or how to avoid what happens if this person is called away)</p> <p>The nature of the supervision and the role of the staff undertaking the supervision should be clearly specified here.</p>	
<p>Possible reactions of employees, parents etc if any issue arose from starting an employee before clearances received.</p>	
<p>Date DBS Disclosure submitted</p>	

Advising the school:

Human Resources Manager

Risk Assessment carried out by Head of Department:

Name.....

Signed.....

Date.....

<p>Review</p> <p>A two weekly review will need to be carried out by the employee's line manager until the DBS certificate has been obtained</p>	<p><i>Manager's initials and dates of each two weekly review:</i></p>
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Employee:

I understand the need to work alongside someone who is DBS checked and not be on my own with pupils until the DBS is obtained and satisfactory to Felsted.

Signed.....

Date.....

Appendix F - Invite to Interview Letter

HUMAN RESOURCES

Telephone: 01371 822622

Email: hr@felsted.org

PRIVATE AND CONFIDENTIAL

<Address Line 1>

<Address Line 2>

<Address Line 3>

<Address Line 4>

<Post Code>

<Date>

Dear <Name>

Invite to Interview

Further to your recent application for the role of <post applied for>, I am pleased to confirm that you have been shortlisted to attend an interview.

The details of your interview are as follows:

Date: <Date>

Time: <Time>

Location: <Location>

When you arrive at Felsted, please make your way to Reception at the Senior School/Preparatory School and ask for <Interviewer>. Please see the enclosed map of Felsted for details. Your interview will last approximately <Time> and the persons interviewing you are as follows:

<Interviewer> (<Job title>)

<Interviewer> (<Job title>)

The Interview process will consist of two parts. The first <Time> minutes will be your formal interview with <Interviewers>. For the remaining <Time> minutes, you will have the opportunity to meet our <Interviewer> for a tour of our School.

I also enclosed a Disclosure and Barring Service (DBS) form for you to complete. Please bring this form along with you together with the original documents to your interview. If we offer you the role, we would need to go ahead with a DBS check straight away. Please note, if you are not offered the post or decide not to accept the role, we will shred these documents.

You will also need to bring with you to your interview, evidence of your qualifications as detailed within the job description (as being essential) and documentation to prove your right to work in the UK in accordance with the Immigration Asylum and Nationality Act 2006 document list attached.

If you have a disability and require any special arrangements to assist you at your interview, please contact me to let me know.

Finally, I would be grateful if you could confirm your attendance to me by no later than <Date>. I wish you every success at your interview. If you have any questions, please contact me on 01371 822622 or at hr@felsted.org.

Yours sincerely

Tony Cocca
Human Resources Advisor

Appendix G - Offer Letter

HUMAN RESOURCES

Telephone: 01371 822623

Email: hr@felsted.org

PRIVATE AND CONFIDENTIAL

<Address Line 1>

<Address Line 2>

<Address Line 3>

<Address Line 4>

<Date>

Dear <Name>

Appointment: <Post applied for>

Following your recent interview, I am pleased to offer you the conditional offer of employment for the position of <Post applied for> with Felsted School. Your offer is subject to references, medical clearance, proof of your Right to Work in the UK, Disqualification by Association Disclosure (where applicable) and a Disclosure and Barring Service check with a Barred List check that is satisfactory to us. Once the terms have been met, and in agreement with your line manager, your employment with Felsted School will commence and a contract of employment will be issued to you.

Your hours of work are <Number> hours per week with a <Time> hour unpaid lunch break each day, working all-year round/term-time only. Your working pattern will be <Days per week> from <Start time> to <Finish time>.

You may be required to work additional hours from time to time. Payment for these hours will be made via a timesheet.

The position carries a salary of £<salary> per annum, which is paid to you by twelve equal instalments on or around the 16 of each month directly in to your bank or building society account.

The School's holiday year is from 01 January to 31 December. You shall be entitled to <Number> days' holiday during each holiday year (calculated on a pro-rata basis by reference to a full-time year-round entitlement of <Number> days holiday, inclusive of the usual public holidays in England and Wales each year.

To help people save more for their retirement the government now requires employers to enrol their employees into a workplace pension scheme. This applies to those who are not already in a workplace pension scheme and who:

- earn over £10,000 a year (£833 a month); and
- are aged 22 or over; and
- are under State Pension age.

Further details of your workplace pension plan will be sent to you after your first salary payment.

During the <Number> month probationary period, notice will be one week from either party, after which you will be entitled to one months' notice. The School reserves the right to make a payment in lieu of notice. Following the Probationary Period, you must give <Number> months' notice to the School of your intention to leave employment.

A copy of the Staff Handbook is available from your line manager or from the School's Intranet.

If you are in agreement with the terms contained in this letter, would you please sign both copies of your offer letter and return one copy to me as soon as possible. The other copy is for you to retain for your records.

I enclose the following documents for you to read through, sign and return to the Human Resources department:

- Job Description
- New Employee Pack

If you have any questions relating to your offer of employment, please feel free to contact me.

Yours sincerely

Mrs Kate Edwards
Human Resources Manager

Signed..... Date.....

Appendix H Reference Request Form

HUMAN RESOURCES

Telephone: 01371 822623

Email: hr@felsted.org

PRIVATE AND CONFIDENTIAL

<Address Line 1>

<Address Line 2>

<Address Line 3>

<Address Line 4>

<Date>

Dear <Name>

Reference Request – <Name>

The above named person has been offered the role of <post applied for> with Felsted School and I have been given your contact details to provide a written reference.

I enclose a job description of the role and a reference request form for you to complete. I would be grateful if you could provide an assessment of their suitability for the post, bearing in mind that, as we are a Boarding School, there will be considerable access to children.

Any information you can give will be treated in the strictest confidence.

Thank you in advance for your valued comments.

Yours sincerely

Tony Cocca
Human Resources Advisor

Employment Reference

Reference for <Employee name>

Any information you can give will be treated in the strictest confidence.

In what capacity do you know the applicant?	
Confirmation of dates of employment, job title and salary details	
Details of any current disciplinary issues outstanding	
Details of any disciplinary procedures the applicant has been involved with related to the safety and welfare of children or young people, when these expired and the outcome.	
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 and whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.	
Suitability for a position of this nature	
Honesty and integrity	
Standard of work	
Ability to work under own initiative	
Rapport with colleagues	
Are you satisfied, to the best of your knowledge, that the candidate is not involved in “extremism” being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas	

Why did they leave their position?	
Would you re-hire this candidate	
Any other comments you may wish to add	

Signature..... Date.....

Please print name.....//.....

Thank you for taking the time to complete this reference. I would be grateful if you could return this form completed to hr@felsted.org or Human Resources, School House, Felsted School, Felsted, Essex, CM6 3LL.