



## **Perrott Hill Safer Recruitment Policy**

**Day-to-day responsibility for the governance of the school lies with the Board of Governors whilst the Chair of the Board of Directors holds ultimate responsibility.**

### **Data Protection Privacy Notice (Recruitment)**

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### **Who collects the information?**

Perrott Hill ('School') is a 'controller' and gathers and uses certain information about you. The School's contact details are as follows:

Perrott Hill, North Perrott, Crewkerne, Somerset, TA18 7SL

Tel: 01460 72051

Email: [reception@perrotthill.com](mailto:reception@perrotthill.com)

### **Data protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

### **About the information we collect and hold**

The table in Part 1 of the Schedule below summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part 2 of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **Where information may be held**

Information may be held on school premises in our filing systems and on our servers. It may also be held by third party agencies, service providers and representatives.



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### **How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Privacy Policy.

Your DATA rights to correct and access your information and to ask for it to be erased. Please contact the Bursar via the contact details above if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances. The Bursar will provide you with further information about your data rights, if you ask for it. You may also want to read the Privacy Policy which provides more detail on this.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **How to complain**

We hope that the Bursar can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner's Office at



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<https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.



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**SCHEDULE ABOUT THE INFORMATION WE COLLECT AND HOLD**

**Part 1 Up to and including the shortlisting stage**

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Your name and contact details (i.e. address, home and mobile phone numbers, email address)</b>	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
<b>Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests</b>	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision Both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details.
<b>Your name, contact details and details of your qualifications, experience, employment history and interests</b>	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: if you are unsuccessful in your application, your details may be passed on to an associated School to see if	To see whether an associated School has any suitable vacancies



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		they have any suitable vacancies	
<b>Details of your referees</b>	From your completed application form	Legitimate interest: to carry out a fair recruitment process In the regulated sector, to comply with our legal obligations to request references	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

### Part 2 Before making a final decision to recruit

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers*</b>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
<b>Information regarding your academic and professional qualifications*</b>	From you, from your education provider, from the relevant	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision



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	professional body		
<b>Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)*</b>	From the Disclosure and Barring Service (DBS)	To perform the employment contract To comply with our legal obligations Legitimate interest: For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see * below
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information*</b>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
<b>[A copy of your driving licence*]</b>	[From you]	[To enter into/perform the employment contract] [To comply with our legal obligations] [To comply with the terms of our insurance]	[To make an informed recruitment decision] [To ensure that you have a clean driving licence] [Information may be shared with our insurer]

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked \* above to us to enable us to verify your right to work and suitability for the position.



# Perrott Hill

## Safer Recruitment Policy

### Recruitment, Selection and Disclosures Policy and Procedures

#### 1. Introduction

Perrott Hill is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's safer recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in 'Keeping Children Safe in Education' (2021) and 'Working Together to Safeguard Children' (2018) and the code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- Perrott Hill will not knowingly employ (or take on as a volunteer) someone who is barred from working with children by the Disclosure and Barring Service (DBS). In addition, we will not knowingly employ anyone who would be working at the School in contravention of a probation order, an interim order or any other disqualification, prohibition or restriction;
- Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy;
- The policy applies to all staff who will be employed at Perrott Hill. It applies to those who work directly with children, are likely to have contact with children in a regulated activity and live or work on the premises in which child care is provided.
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#### 2. Recruitment & selection procedure

Recruitment and Selection Checklist:

- Job Advert: Ensure these words are included in job advertisements (Doc 1)
- Application Forms: To include these questions (Doc 2)



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- Information for candidates (Doc 3)
- Explanatory Note to accompany every application form (Doc 4)
- Add the relevant wording to their job descriptions (Doc 5)
- Plan carefully the recruitment process, scrutinising applications, shortlisting, interviewing and carrying out all necessary checks
- Send out reference requests as per the standard email (Doc 6)  
and questionnaire (Doc 7)
- When inviting candidates for interview, remind them in the email of the relevant section of the Explanatory Note (Doc 8)
- Ensure that more than one person is involved in the interviewing process. One person involved must have undergone safeguarding and recruitment training.



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DOCUMENT 1

**ADVERTISEMENT WORDING TO INCLUDE:**

Perrott Hill is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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### DOCUMENT 2 QUESTIONS FOR INCLUSION IN APPLICATION FORM

- Full name (underlining the names by which you like to be known):
- Former Surnames (eg maiden name or where any previous change of name(s)):
- Date of Birth:
- Current Address:
- Previous Address (if resident at current address for less than five years please provide any previous addresses during this period):
- National Insurance Number:
- Details of all Academic/Vocational Qualifications

Date Obtained	Awarding Body	Grade (if appropriate)

- **Teaching Posts Only**  
Please provide your DfE reference number.  
Do you have Qualified Teacher Status?
- **Further Education and Career History**  
Please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.
- **Existing Contacts within School**  
Please indicate if you know any existing employees or Directors or Governors at the school, and if so how you know them.



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- **Referees**

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references must be completed on the Perrott Hill reference proforma and they will not be accepted from relatives or from referees writing solely in the capacity of friends.**

### **Declaration**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on a DBS Barred List, am not subject to a prohibition order issued by the Secretary of State.

please delete as appropriate:

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

.....

Signature

.....

Date



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DOCUMENT 3

**INFORMATION FOR CANDIDATES**

The following information is available to all candidates prior to application:

- The application form and explanatory notes about completing the form and the recruitment process.
  
- A job description.
  
- The School's Safeguarding and Child Protection Policy.



## **Perrott Hill Safer Recruitment Policy DOCUMENT 4**

### **APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE**

#### **Application Form**

Applications will only be accepted from candidates completing the school's own Application Form in full. CVs will not be accepted in lieu of a completed Application Form, although they may be included to support it. The Safeguarding and Child Protection Policy is sent out or made available with each request for an Application Form and completion of the form is taken to constitute having read and fully subscribed to the policy in its entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.
- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service.
- Ideally, we will seek references on short-listed candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their Application Form in the appropriate place if they do not want referees approached without their specific permission to do so.
- If a short-listed applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a short-listed applicant is not currently working with children but has done so in the past, that previous employer/organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a short-listed applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons.



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- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.

### **Invitation to Interview**

- If an applicant is invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current photo card driving licence, passport, or a full birth certificate
- a utility bill or financial statement showing your current name and address
- if you are in receipt of a Disclosure and Barring Service certificate which is no more than 2 months old, please bring the original with you
- where appropriate any documentation evidencing a change of name. (If you are providing a birth certificate as one form of identification, and your name has changed since birth, you must also provide the appropriate documentation, e.g. Marriage Certificate, to confirm the name change.)

Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- receipt of at least 2 satisfactory written references completed on the Perrott Hill reference proforma
- verification of identity and qualifications
- a clear check of the DBS Children's Barred List
- a satisfactory Disclosure and Barring Service Enhanced Disclosure
- verification of any professional status (such as QTS Status for teachers)



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- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- A clear EEA check for those who have previously taught abroad within the European Economic Area or an overseas check with candidates obtaining a Certificate of Good Conduct
- verification of medical fitness
- signed a confirmation slip that they have read and understood the Safeguarding and Child Protection Policy and Keeping Children Safe in Education (2021).
- Prohibition from Teaching & Prohibition from Management check
- completed a staff suitability self-declaration form (disqualification by association)
- undergoing child protection training

For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

### **Please note:**

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children
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the facts will be reported to the Police, the DBS and the DfE.



# **Perrott Hill Safer Recruitment Policy**

## **DOCUMENT 5**

### **JOB DESCRIPTION WORDING**

[Detailed Job Description here]

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head (if different).



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DOCUMENT 6

**EMAIL TO REFEREES - IN CONFIDENCE**

Dear

**Reference Request for NAME OF CANDIDATE**

Your name has been given to me by xx for the purposes of obtaining a reference.

Perrott Hill is a thriving country Preparatory School for boys and girls aged 3 - 13 that offers day, full or flexi boarding.

xx has applied for the position of xx at the School. I would be very grateful if you would let me know your thoughts on the candidate's suitability for the post.

It is essential for the safety and welfare of the children in our care that we obtain as much information as possible about potential employees. I attach a Reference Request Form which I would be grateful if you could spare the time to complete and return this to me. Please complete this form in as much detail as possible; you have a responsibility to ensure that the information you give is accurate and does not contain any material misstatement or omission. Please also note that the content of the Form may be discussed with xx and that I may have to contact you subsequently in the event of the need for clarification of any part of the reference.

I would be grateful for a prompt response to our request and I thank you very much for your help and assistance in this matter.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

Clare Tootill  
Headmaster's PA

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During his or her employment did the candidate present him or herself professionally with colleagues and those he or she dealt with?	
Current Salary	
Sick leave: How many days was the candidate off work sick over the last 2 years?	
Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments which were made during employment to enable the candidate to perform his/her duties.	
<b>SUITABILITY FOR POST</b>	
Do you believe that the candidate has the ability and is suitable to undertake this position?	
<b>SUITABILITY TO WORK WITH CHILDREN</b>	
Are you completely satisfied that the candidate is suitable to work with children?	
If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?	



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<b>DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS</b>	
<p>Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?</p> <p>If so please give details.</p>	
<p>Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed?</p> <p>If so please give details.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer Not Applicable.</p>	
<p>Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people?</p> <p>If so please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer Not Applicable.</p>	



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<p>Have there been any concerns about the candidate's behaviour towards children or young people?</p> <p>If so please give details, including the outcome of those concerns and how the matter was resolved.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer Not Applicable.</p>	
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**Signed:**

**Print Name:**

**Position:**

**Telephone number:**

**Date**

Please return to Clare Tootill, Headmaster's PA ([ctootill@perrotthill.com](mailto:ctootill@perrotthill.com))



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### DOCUMENT 8

#### EXAMPLE EMAIL OF INVITATION TO INTERVIEW

Dear xxxx

Thank you for your application for the post of xxxx. We would like you to attend an interview at Perrott Hill on xxxx.

Please arrive at the school at xxx and make yourself known to Clare Tootill, the Head's PA in the school office.

Documentation to bring with you:

- a current photo card driving licence, passport, or a full birth certificate
- a utility bill or financial statement showing your current name and address
- if you are in receipt of a Disclosure and Barring Service certificate which is no more than 2 months old, please bring the original with you
- where appropriate any documentation evidencing a change of name. (If you are providing a birth certificate as one form of identification, and your name has changed since birth, you must also provide the appropriate documentation, e.g. Marriage Certificate, to confirm the name change).

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

Your format for the day will be (this is normally sent by email after the interview invitation has been sent):

Arrive and report to school office.  
Interview with xx  
Tour of school with xx  
Lesson - Year x consisting of x pupils (x girls, x boys).  
Topic: xxxx  
Duration: xxx minutes.  
Equipment: xxxxx  
Depart.

I look forward to seeing you on xxxx and in the meantime, please do not hesitate to contact me if I can be of assistance.



## **Perrott Hill Safer Recruitment Policy**

### **3. Policy on recruitment of ex-offenders**

#### **3.1 Background**

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 3.2 below.

In view of the fact that all positions within the School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the DBS barred lists of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a prohibition order issued by the Secretary of State.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School.

If the School receives an application from a disqualified person; the School is provided with false information in, or in support of an applicant's application; or the School has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police and DBS/DfE

#### **3.2 Assessment criteria**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;



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- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:-

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

### **3.3 Assessment procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Bursar, the Head and one member of the Governing Body of the School before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.



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### **3.4 Retention and security of disclosure information**

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:-

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to the Head, the Head's PA and the Bursar.
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information.

The School complies with the provisions of the DBS code of practice, a copy of which is available on request.

### **4. Retention of records**

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on file.

### **5. Queries**

If an applicant has any queries on how to complete the application form or any other matter they should contact the Head or the Head's PA depending upon the nature of their query.

### **6. Disqualification by association**

Early years and later years (under 8s) childcare – Disqualification under the Childcare Act 2006 (September 2018). For staff who will work in Early Years and those who will work in later years provision for children under the age of 8 involving the provision of before and after school care, and for those involved in the management of such provision, the School will make the



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following additional checks to ensure that individuals are not disqualified on grounds of:

- being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
- being the subject of certain other orders relating to the care of children;
- refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering;
- living in the same household where another person who is disqualified lives or works.



## Perrott Hill Safer Recruitment Policy

### Staff Suitability Self-Declaration Form

*This form is to be completed by all staff as part of pre-employment checks before employment. All staff are required to complete this form.*

Full Name .....

Please respond to the questions listed below and sign the declaration to confirm that you are safe to work with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Headmaster. Please tick yes or no against each point.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence <b>since the date of your most recent enhanced DBS disclosure?</b>	Yes	No
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence <b>either before or during your employment at this school?</b>	Yes	No
• Have you been barred from working with children (i.e. does your name appear on the DBS Barred List)?	Yes	No
• Have you been cautioned for, convicted of or charged with certain violent offences and sexual criminal offences against children and adults, at home or abroad?	Yes	No
• Do you live in the same household as or is someone employed in your household who has unspent cautions or convictions for a relevant offence?	Yes	No
• Do you live in the same household as or is someone employed in your household who has been barred from working with children as a result of receiving a caution or conviction for a relevant offence?	Yes	No
• Do you live in the same household as or is someone employed in your household who has been disqualified from working with children under the Childcare Act 2006?	Yes	No
• Do you live in the same household where someone who has been disqualified from registration under the Childcare Act 2006 lives or is employed?	Yes	No
• Have your own children been taken into care?	Yes	No
• Have/ Are your own children the subject of a child protection order?	Yes	No
• Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?	Yes	No
• Are you 'Disqualified from Caring for Children'?	Yes	No

If you have answered 'yes' to any of the above, please provide further information below:

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I understand my responsibility to safeguard children, and I am aware that I must notify the Headmaster immediately of anything that may affect my suitability to work with children. I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

- I confirm that I am not living with a person who has been disqualified from working with children.
- I will ensure that I notify my employer immediately if I live with a person who has been disqualified from working with children.

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

Headmaster ..... Date .....



# Perrott Hill Safer Recruitment Policy