



SAFER RECRUITMENT POLICY

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1. Introduction

Trent College and The Elms (“the school”) are committed to safeguarding the welfare of all children and young people as outlined in the latest version of Keeping Children Safe in Education (“KCSIE”) and the Prevent Duty. DfE Departmental advice for schools and childcare providers expects all staff and volunteers to share this commitment.

We are committed to promoting and supporting positive pupil mental health and wellbeing through our policies and practice. Our first consideration, as professional, adult practitioners, will be how our actions support and promote the wellbeing of every child.

The school aims 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 equally 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, pregnancy or maternity, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age
- to ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (DfE), Keeping children safe in education (2025) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales (Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- 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.

All queries on the school’s application form and recruitment process must be directed to the HR department.

An entry will be made on the Single Central Register for all current members of staff at the school, the governors and all individuals who work in regular contact with children including volunteers, supply staff and contractors.

All checks will be made in advance of appointment or as soon as practicable after appointment.

2. Application for a post

Job vacancies when advertised will include a statement outlining the school's commitment to safeguarding and promoting the welfare of children and young people and the expectation that all staff share this commitment. The school will only accept applications from candidates completing the relevant application form in full. CVs will not be accepted in substitution for completed application forms.

The school will make candidates 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. Candidates for employed posts will receive a job description and person specification for the role applied for.

Candidates will also be asked to provide details of their online profile, including account names and social media handles so that online searches can be carried out on shortlisted candidates.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the school if they have been appointed, and a possible referral to the Police and/or DBS.

3. Invitation to interview

The school will shortlist candidates according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them, and explore all potential concerns.

As part of the shortlisting process, the school will carry out an online search on shortlisted candidates as part of its due diligence (candidates will be informed of this). This may help to identify any incidents or issues that have happened, and are publicly available online, which the school may want to explore with a candidate at interview. This forms part of the school's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

Shortlisted candidates will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

Candidates will be asked to complete a self-declaration in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Candidates will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

The school will, where possible, obtain references prior to interview or, in any case, on conditional offer of employment. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview or shortly thereafter.

All formal interviews will have a panel of at least two senior staff and will follow planned questions.

The interview will be conducted in person, except in exceptional circumstances, and the areas which it will explore will include suitability to work with children. Any discussion of information shared by a candidate in their self-declaration form will take place with HR. Any gaps in employment or frequent changes in employment will be included in questioning at interview.

4. Verification of identity, address, right to work in the UK and qualifications

All applicants invited to interview are required to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg. 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 by the candidate from the awarding body.

The school requests that all candidates invited to interview also bring with them original documents which evidence their identity and address as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1*; and
- two further documents from either of Group 1*, Group 2a or Group 2b, one of which must verify the applicant's current address.

(*our preference is for applicants to provide their birth certificate as one form of identity unless there is good reason why this cannot be provided).

Where an applicant claims to have changed their name by deed poll or any other means (eg. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. They will also be required to provide their birth certificate.

All candidates must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist': (Right to work checklist (publishing.service.gov.uk)) and in some cases the evidence of your right to work in the UK can also be used as evidence of your identity and address for DBS identity checking purposes.

The school will check evidence of your right to work in the UK in accordance with the Home Office 'Code of Practice on preventing illegal working: Right to Work Scheme for employers: 13 February 2024' (which can be found here: www.gov.uk/government/publications/illegal-working-penalties-codes-of-practice-for-employers).

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

5. Conditional offer of appointment: Pre-appointment checks

As part of the recruitment process candidates will have their suitability to work with children assessed.

An Enhanced DBS check will be required for candidates who will be engaged in regulated activity. In summary "regulated activity" means if as a result of their work they:

- will be responsible, on a regular basis in school, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in school where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

In some cases a candidate will be supervised to such a level that they are not in regulated activity. The school will need to consider:

- whether the individual will be supervised by a member of staff in a regulated activity, and whether the supervision will be regular and day to day;
- whether the supervision will be reasonable in all the circumstances to ensure the protection of children: and
- whether the supervised individual is a volunteer.

Any offer to a successful candidate will be conditional upon:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment;
- verification of the candidate's identity (where that has not previously been verified);
- verification of qualifications, whether professional or otherwise, which the school takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not;
- verification of the candidate's employment history;

- the school being satisfied that any information generated through online searches does not make the candidate unsuitable to work at the school;
- the receipt of two references (one of which must be from the candidate's most recent employer) which the school considers to be satisfactory;
- for positions which involve "teaching work", information about whether the candidate has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at the school;
- for candidates who have carried out teaching work outside the UK, information about whether the candidate has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the school;
- where the position amounts to regulated activity the receipt of an enhanced disclosure from the DBS which the school considers to be satisfactory;
- where the position amounts to regulated activity confirmation that the candidate is not named on the Children's Barred List;
- information about whether the candidate has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the school;
- for management positions, information about whether the candidate has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the school;
- confirmation that the candidate is not disqualified from acting as a trustee/governor or senior manager of a charity under the Charities Act 2011;
- confirmation that the candidate is not disqualified from working in connection with early or later years provision;
- verification of the candidate's medical fitness for the role;
- verification of the candidate's right to work in the UK; and
- any further checks which the school decides are necessary as a result of the candidate having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and processed in accordance with the Privacy Notice – Staff and Governors and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role ie. proposed workload, extra-curricular activities, and/or layout of the school.

6. References

The school will seek the references referred to in section 3 above for shortlisted candidates (including internal candidates) and will approach previous employers for information to verify particular experience or qualifications, before interview, or as soon as possible thereafter. One of the references must be from the candidate's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. References must be received by a senior person with appropriate authority. If the candidate does not wish the school to take up references in advance of the interview, they should notify the school at the time of applying.

Please note that questions will not be asked about health or medical fitness prior to any offer of employment being made.

The school will ask all referees if the candidate is suitable to work with children and to provide facts of any substantiated safeguarding concerns/allegations that meet the harm threshold set out in Part 4 of the statutory guidance 'Keeping Children Safe in Education'. Substantiated allegations that meet the harm threshold should be included in references. Any repeated concerns or allegations which do not meet the harm threshold which have all been found to be false, unfounded, unsubstantiated, or malicious should not be included in any reference.

The school will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the candidate or on open references or testimonials. The school will verify all references. Where references are received electronically, the school will ensure they originate from a legitimate source.

The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

All references received from a school must be countersigned by the Head of that school.

All internal candidates who apply for a new role at the school will have their application assessed in accordance with this procedure. References may be taken up on internal candidates as part of the application process and can be provided by colleagues as the school will be the most recent employer and will previously have taken up references from past employers.

7. Criminal Records Checks

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the school.

With effect from 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the school during the recruitment process it must be disregarded when making a recruitment decision.

A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

A caution issued for an offence committed when a person was under the age of 18 will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the school. It is a condition of employment with the school that the original disclosure certificate is provided to the school. Original certificates should not be sent by post. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the school.

Where a candidate subscribes to the DBS Update Service the candidate must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

Please see Appendix 2. Policy on the Recruitment of Ex-Offenders.

If disclosure is delayed

A short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

- Without confirming the appointment;

- After a satisfactory check of the Barred List if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate risk assessment and safeguarding conditions taken;
- Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
- The person in question is informed what these safeguards are; and
- As a recommendation, that a note is added to the Single Central Register and evidence kept of the measures put in place.

8. Childcare Disqualification

The Childcare Act 2006 (Act) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (Regulations) state that it is an offence for the school to employ anyone in connection with our early years provision (EYP) or later years provision (LYP) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.

Further information for candidates can be found here:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

Roles which will be covered by the Regulations are teaching and teaching assistant positions in EYP, and those which involve the supervision of under 8s in LYP. Those who are directly involved in the management of EYP and LYP include the Head, and may also include other members of the leadership team as well as those involved in the day to day management of EYP or LYP at the school.

Disqualification under the Childcare Act (DUCA) contains an express statement that cleaners, drivers, transport escorts, catering and office staff are not covered by the Regulations.

Some roles at the school may involve the provision of childcare in EYP or LYP on an occasional basis. They will not automatically be within the scope of the Regulations and the school will therefore consider whether they do on a case by case basis. The Regulations only apply to a limited number of roles within the school but do extend beyond employees to governors and volunteers who carry out relevant work in EYP or LYP.

All candidates to whom an offer of employment is made to carry out a relevant role in EYP or LYP or employed to work at The Elms will be required to complete a self-declaration form confirming whether they meet any of the criteria for disqualification under the Regulations.

The school will decide whether a role is relevant and within the scope of EYP or LYP by having regard to the guidance in DUCA. Employment with the school in any relevant role will be conditional upon completion of the self-declaration form and upon the applicant not being disqualified.

The school cannot permit any person who is currently disqualified to start work in a relevant role. The school also reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the school, any information disclosed in the self-declaration form renders that person unsuitable to work at the school.

Candidates are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

9. Candidates with periods of overseas residence

DBS checks will still be requested for candidates with recent periods of overseas residence and those with little or no previous UK residence.

For candidates who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the school. In such cases the candidate will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The school's policy is to request such information from each overseas country in which the applicant has lived for a period of three months or more in the previous 5 years.

When requesting such information the school has regard to relevant government guidance and will therefore always require the candidate to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.

The school recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the school will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

In addition, where an candidate for a teaching position has worked as a teacher outside of the UK, the school will ask the candidate to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the candidate and that they are not aware of any reason why the candidate may be unsuitable to work as a teacher. The school will also ask shortlisted candidates (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at the school. However, the school will take all relevant information into account in determining whether a candidate is suitable to work at the school. The school may allow a candidate to commence work pending receipt of a formal check from a particular country if it has received a reference and / or letter of professional standing from that country and considers the candidate suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the school, continued employment will remain conditional upon the school being provided with the outcome of the formal check and it being considered satisfactory.

If no information is available from a particular country the school may allow a candidate to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.

The school will take proportionate risk-based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file.

If the formal check is delayed and the school is not satisfied about the candidate's suitability in the absence of that information, the candidate's proposed start date may be delayed until the formal check is received.

10. Prohibition from teaching check

The school is required to check whether staff who carry out "teaching work" are prohibited from doing so. The school uses the DfE's check a teacher record system to check whether successful candidates are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition the school asks all shortlisted candidates to declare whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

Where a candidate is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body), whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the school will consider whether the facts of the case render the candidate unsuitable to work at the school.

This check is carried out for teachers, teaching assistants, sports coaches and nursery nurses.

11. Prohibition from management check

The school is required to check whether any candidate for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a section 128 direction).

The school will carry out checks for section 128 directions when appointing candidates into management positions from both outside the school and by internal promotion.

This check applies to appointments to the following positions made on or after 12 August 2015:

- Head
- teaching posts on the senior leadership team
- teaching posts which carry a departmental head role or Head of Year; and
- support staff posts on the senior leadership team.

The school will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities.

All individuals who are appointed to the governing body will be subject to a section 128 direction check.

The relevant information is contained in the enhanced DBS disclosure certificate (which the school obtains for all posts at the school that amount to regulated activity). It can also be obtained through the DfE's check a teacher system. The school will use either, or both, methods to obtain this information.

In addition the school asks all shortlisted candidates to declare whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

Where an candidate is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body, whether or not that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the school will consider whether the facts of the case render the candidate unsuitable to work at the school.

12. Contractors and agency staff

The school must complete the same checks for contractors and their employees undertaking regulated activity at the school as it does for its own employees. The school requires written confirmation from the contractor that it has completed these checks on all of those individuals whom it intends will work at the school before any such individual can commence work at the school.

Agencies who supply staff to the school must also complete the pre-employment checks which the school would otherwise complete for its staff. Again, the school requires confirmation that these checks have been completed before an individual can commence work at the school.

The school will independently verify the identity of individuals supplied by contractors or an agency. In addition supply staff will be required to provide their DBS disclosure certificate before those individuals can commence work at the school.

Further information can be found in the Vetting of Contractors document on the intranet.

13. Volunteers

The school will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the school.

The school will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the school has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with pupils.

It is the school's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more. Those volunteers who are likely to be involved in activities with the school on a regular basis may be required to sign up to the DBS update service as this permits the school to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the school will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Further information can be found in the Risk Assessment available on the intranet.

14. Retention, security of records and data protection obligations

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.

The school will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Privacy Notice – Staff and Governors and the Data Protection Policy.

15. Monitoring

- The monitoring of the Safer Recruitment Policy is undertaken by the Bursar, who line manages the Head of HR. The Bursar will, prior to any new member of staff/volunteer commencing work at the school, check the individual is entered correctly onto the Single Central Register (SCR) and that all necessary dates for recruitment checks have been entered into the SCR in accordance with the Independent Schools Standards Regulations. The Head of HR will share the staff/volunteer file with the Bursar for verification.
- Both Heads will undertake a termly visit (either jointly or individually) to the HR Department to examine the school's SCR and audit a sample of staff files to ensure they are compliant with all current regulations.
- On behalf of the Board of Governors, one governor from the Child Protection, Welfare & Boarding Committee and one governor from the Compliance & Risk Committee will each undertake an annual monitoring visit to the HR Department to examine the school's SCR and audit a sample of staff files to ensure they are compliant with all current regulations. The Board of Governors may delegate this monitoring visit to an external paid consultant, who will provide a report directly to the Chair of Governors. The annual monitoring of the SCR will be entered into the minutes of the main Board at the meeting where the report of the Governor's monitoring visit will be tabled.

Appendix 1

List of valid identity documents

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence photocard - full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence: photocard - full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- current driving licence paper version if issued before 1998 - full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- immigration document, visa or work permit (issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non UK country in which the role is based)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

All driving licences must be valid.

Group 2b: Financial and social history documents

- mortgage statement (UK)**
- bank / building society statement (UK and Channel Islands)*
- bank / building society statement (countries outside the UK)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK)*
- financial statement - e.g. pension or endowment (UK)**
- P45 / P60 statement (UK and Channel Islands)**
- council tax statement (UK and Channel Islands)**
- letter of sponsorship from future employment provider (non UK only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK; not mobile telephone bill)*
- benefit statement - e.g. child benefit, pension (UK)*
- a document from central or local government/ government agency / local council giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (UK and Channel Islands)*
- EEA national ID card (must be valid at time of application)
- Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
- cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands; must be valid at time of the application)
- letter from Head or College Principal (UK; for 16-19 year olds in full-time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application).

Note

If a document in the list of valid identity documents is:
denoted with * - it should be less than three months old
denoted with ** - it should be less than 12 months old

Appendix 2

Policy on the Recruitment of Ex-Offenders

The school will not unfairly discriminate against any candidate 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 individual has a criminal record this will not automatically bar them from employment within the school. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All candidates must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose 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.

It is unlawful for the school to employ anyone who is barred from working with children.

It is a criminal offence for any person who is barred from working with children to attempt to apply for a position within the school. The school will report the matter to the Police and/or the DBS if:

- the school receives an application from a barred person;
- is provided with false information in, or in support of, an candidate's application; or
- the school has serious concerns about a candidate's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an candidate 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;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the candidate has a pattern of offending behaviour or other relevant matters;
- whether the candidate'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: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, 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 10 years.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by a candidate 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 and the Head of the school before a position is offered or confirmed.

If a candidate wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the candidate would otherwise be offered a position were it not for the disputed information, the school may, where practicable and at its discretion, defer a final decision about the appointment until the candidate has had a reasonable opportunity to challenge the disclosure information.