

Recruitment, Selection and Disclosure Policy and Procedure

2022 / 2023



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Recruitment, selection and disclosure policy and procedure

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1. Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Ibstock Place School (the School) 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 and flexible 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 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 the grounds of any protected characteristic as defined by the Equality Act 2010;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Education (Independent School Standards) Regulations 2014 (ISSRs), Disqualification under the Childcare Act 2006, Department for Education (DfE), Keeping Children Safe in Education (KCSIE) - September 2022, the Prevent Duty Guidance for England and Wales (The Prevent Duty Guidance), the Equalities Act, 2010, the Human Rights Act 1998, and any guidance or code 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.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. If a member of staff involved in the recruitment process has a close relationship (e.g. personal, familial or business) with an applicant they must declare as soon as they are aware of the individual's

application and avoid any involvement in the recruitment and selection decision-making process.

2. Data Protection

The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Staff Privacy Notice.

3. Roles and Responsibilities

It is the responsibility of the Governing Body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- Monitor the School's compliance with them on a regular basis

4. Recruitment and Selection Procedure

Any external advertisement will, through the person specification and job description, make clear the skills, abilities, experience, attitudes and behaviours required for the post. The school's commitment to safeguarding and promoting the welfare of children is made clear on the 'Employment Opportunities' page of our website and in the advertisement. A link to the school's Child Protection and Safeguarding policies and **statement on 'The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, 2013 and 2020'** are clearly shown on the Employment Opportunities page of our school website. All documentation relating to applicants will be treated confidentially in accordance with the School's Data Protection policy. (*Appendix 1*).

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form. (*Appendix 2*)

Applicants should download the **information pack** from the School website, which includes a job description and a person specification for the role. (*Appendix 3*).

Candidates are blind shortlisted by two members of staff, trained in safer recruiting practices, prior to interview. Shortlisted candidates will be invited to attend a **formal interview** at which their relevant skills and experience will be discussed in more detail.

Prior to interview, shortlisted candidates are asked to complete a **self-declaration form** on which they are asked to disclose their criminal record, or any information that would make them unsuitable to work with children. The purpose of self-declaration is to give candidates the opportunity to share relevant information and to allow this to be discussed and considered at interview before the DBS certificate is received. In addition, the school will carry out an online search on shortlisted candidates as part of their due diligence. Findings will be recorded on the **online search form**, any 'red flags' that are identified will be explored with the candidate at interview. The school will be mindful, when undertaking these checks, of its duties in terms of both data protection and equalities legislation. (*Appendix 4 and 5*).

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on satisfactory completion of the relevant pre-employment checks (see directly below), as well as the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.

5. Pre-employment Checks

In accordance with the recommendations set out in the Guidance, the School carries out a number of pre-employment checks in respect of all prospective employees.

5.1 Verification of Identity and Address

All applicants who are invited to an interview will be required to bring evidence of identity, right to work in the UK, address and qualifications. All applicants are required to show a valid birth certificate as part of their documentation so as to check their original surname. Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate against applicants on the grounds of age. (*Appendix 6*).

5.2 References

References will be taken up on shortlisted candidates prior to interview where this is possible. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer and must be completed by a senior person with the appropriate authority. If the referee is a school or college, the reference should be counter-signed by the headteacher/principal. If the current/most recent employment does/did not involve work with children, then the second referee 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.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the post description for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- whether they are completely satisfied that the applicant 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.

The School will only accept references obtained directly from the referee and it will not rely on open references or testimonials provided by the applicant. The school will verify any information with the person who provided the reference and will check to ensure electronic references originate from a legitimate source. All references received from a school must be countersigned by the Head of that school.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

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 but can be provided by colleagues as the School will be the most recent employer and will previously have taken up references from past employers.

Subsequent to receipt, all referees will be telephoned so as to confirm the comments which they have made in their reference. Any concerns will be resolved satisfactorily before the appointment is confirmed. (*Appendices 7 and 8*).

5.3 The Interview

Where possible, the members of staff involved in shortlisting the candidates will form part of the interview panel. The interviewers will be trained in safer-recruiting, in line with the guidance set out in KCSIE 2022) and will use a range of selection techniques to identify the most suitable candidate for the post. Those interviewing will agree structured questions prior to the interview. Questions will include:

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

The interview will also be used to explore potential areas of concern (as identified through the selection process and in line with the guidance set out in KCSIE 2022) and to determine the applicant's suitability to work with children.

All information considered in decision making will be clearly recorded, along with the decisions made, on the **Interview Record Form**. (*Appendices 9 and 10*)

5.4 Professional Qualifications

The school will verify the professional qualifications of successful applicants. In the case of qualified teachers, the Teaching Regulation Agency's Employer Access Service will be used to verify the award of qualified teacher status, and the completion of teacher induction or probation.

5.5 Additional Checks for Teaching Staff

For positions which involve 'teaching work' (whether or not the applicant has qualified teacher status):

- a) A check will be made with the Teaching Regulation Agency (TRA) to ensure whether the applicant has ever been referred to or is the subject of a sanction, restriction, prohibition or interim prohibition order issued by the Secretary of State, or by a regulator of the teaching profession in any other country which renders him/her unsuitable to work at the School.
- b) The TRA check also cross-references information relating to General Teaching Council for England (GTCE) sanctions and restrictions. There are a number of individuals who are still subject to disciplinary sanctions, which were imposed by the GTCE (prior to its abolition in 2012), and the TRA holds a list of such individuals.
- c) For applicants who have carried out teaching work outside the UK, information about whether the applicant 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 him/her unsuitable to work at the School.
- d) Information about whether the applicant has ever been or is the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country for any reason which renders them unable or unsuitable to work at the School or which, in the School's opinion, renders him/her unsuitable to work at the School; and
- e) Information about whether the applicant has ever been or is the subject to a direction under Section 142 of the Education Act 2002 which renders him/her unable or unsuitable to work at the School.

5.6 Additional checks for Management Positions

For those candidates applying for management positions, the school will seek to obtain information about whether the applicant has ever been referred to the DfE, 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.

The School will carry out checks for section 128 directions when appointing applicants 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:

- i. Head
- ii. all posts (teaching and non-teaching) on the senior or prep leadership team
- iii. teaching posts which carry a departmental head role; and
- iv. heads of house.

The School will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and non-teaching staff 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 Teaching Regulation Agency Teacher Services system. The School will use either, or both, methods to obtain this information.

In addition, the School asks all shortlisted applicants for management posts 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 which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

Where an applicant 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 applicant unsuitable to work at the School.

5.7 DBS Check

Employment is conditional on the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory and confirmation that the applicant is not named on either the Children's Barred List or the Adults Barred List administered by the Disclosure and Barring Service;

The School applies for an enhanced disclosure from the DBS in respect of all staff members, governors and volunteers. Arrangements for contractors, agency staff and trainees are set out below (see points 7 & 8). An enhanced disclosure will contain 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. An enhanced disclosure with barring will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of their inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Disclosure and Barring Service and disclosed by The Teaching Regulation Agency / Department for Education. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. Disclosures with barring will only be sought on those to be engaged in 'regulated activity'.

5.8 DBS Filtering Rules

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-willnever-be-filtered-from-a-criminal-record-check>

The filtering rules have recently been updated and work as follows: For those aged 18 or over at the time of an offence A spent criminal conviction for an offence committed in the United Kingdom when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by the job applicant) if:

- eleven years have elapsed since the date of the conviction;
- it did not result in a custodial sentence; and
- it was not imposed for a "specified offence".

A spent caution for an offence committed when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- six years have elapsed since the date it was issued; and
- it was not issued for a "specified offence".

For those aged under 18 at the time of an offence A spent conviction for an offence committed when a person was under the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if: (a) five and a half years have elapsed since the date of the conviction; (a) it did not result in a custodial sentence; and (b) it was not imposed for a "specified offence". (c) 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).

5.9 Regulated Activity

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis. It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

5.10 The DBS disclosure certificate

The DBS issues a 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 within two weeks of it being received. Original certificates should not be sent by post. A convenient time and date for doing so should be arranged with Human Resources as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to Human Resources. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

If there is a delay in receiving a DBS certificate, the Head has discretion to allow an individual to begin work pending receipt of this providing appropriate close supervision is put in place, including during lunch and break times and on the occasions that the employee needs to visit the lavatory. Arrangements will be documented in a formal Risk Assessment which is signed by both the Head and the Designated Safeguarding Lead. During this period, the employee will wear a Red Lanyard. This will only be allowed if all other checks, including a check of the Children's Barred List and Adult's Barred List have been completed.

5.11 Applicants with Periods of Overseas Residence

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances. For applicants 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 applicant 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 ten years.

When requesting such information the School has regard to relevant government guidance and will therefore always require the applicant 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 applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant 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 applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted applicants (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 an applicant is suitable to work at the School.

The School may allow an applicant 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 applicant 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 an applicant 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 applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

5.12 Disqualification

5.12.1 From Childcare

The School is aware of its responsibilities in relation to the disqualification of an applicant from providing relevant childcare provision or from being involved in the management of such provision (as set out in *Keeping Children Safe in Education (September 2022)* and *Childcare (Disqualification) Regulations*, see [here](#)). Given the fact that IPS is a single campus school in which the Pre-Prep School shares its space with the Prep and Senior School, we have decided that all employees, agency staff, trainees, contractors, or volunteers who undertake regulated activity with our pupils, (bar those involved in the provision of healthcare, who are specifically exempted from the Childcare Disqualification Regulations), as well as our Governors, should undertake this check.

Should the school receive an application by someone who is found to be unsuitable to work with children, the school will report the matter to the Police and the DBS.

5.12.2 From Acting as a Governor or Senior Manager

Background

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

Who is covered

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At Ibstock, the disqualification rules will be applicable to all governors, the Head, the Bursar and potentially other senior staff who report directly to the governors.

There is no single list or register that covers all of the disqualification criteria and the School therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria. A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager. (*Appendix 11*)

Checks by the School

To ensure that it has accurate and up to date information the School will also check the following registers in respect of any governor and senior manager who is already in post or is appointed in future:

- the Bankruptcy and Insolvency Register;
- the register of disqualified directors maintained by Companies House; and
- the register of persons who have been removed as a charity trustee. (*appendix 12*)

Waiver

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification. The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

5.13 Medical fitness

It is the School's practice that the successful candidate, on acceptance, must complete a **pre-employment health questionnaire**. The information contained in the questionnaire will then be held by the School in strictest confidence. The School will arrange, at its discretion, for the information contained in the questionnaire to be reviewed by a medical advisor. This information will be reviewed, if necessary, against the Post Description for the particular role, together with details of any other physical or mental requirements of the role i.e.

proposed timetable, extra-curricular activities, layout of the School. The Medical Advisor may request the applicant to undertake a full medical assessment.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact HR so that appropriate arrangements can be made.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment. (*Appendix 13*).

6. Governors

The school carries out enhanced DBS checks on all of its governors, as well as a check of the children's barred list. Checks are also taken to see whether governors are subject to a section 128 direction which renders them unable or unsuitable to join the governing body. As set out above, governors are also asked to disclose if they are disqualified from childcare, or from being a trustee or senior manager of a charity. A record of the checks made on our governors is maintained on the Single Central Register. As part of our due diligence, online reputational searches will also be carried out on governors prior to their appointment. The records of such searches will be maintained on the individual's personnel file.

Contractors engaged by the School in 'regulated activity' or that give access to children must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before the Contractor can commence work at the School. The School will agree and put in place appropriate supervision arrangements for third party contractors to maintain safeguarding.

An agency which supplies 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 verify independently the identity of staff supplied by such an agency. A record of the checks made on volunteers is maintained on the Single Central Register.

8. Volunteers

The school will obtain an enhanced DBS check (including children's barred list information) for all volunteers who are new to working in regulated activity with children (i.e. where they are unsupervised and teach or look after children regularly or provide personal care on a one-off basis). A record of all checks made on volunteers is maintained on the Single Central

Register. Volunteers are also asked to disclose if they are disqualified from childcare, as set out above.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with students.

For further information on visitors to the school, please see the Visitors' Policy and Visiting Speakers' Policy.

9. Trainee Teachers

Where applicants for initial teacher training ('ITT') are salaried by the school, the school will ensure that all necessary checks are carried out, and that the SCR is updated accordingly.

Where trainee teachers come to the school via an ITT provider, and are not salaried by the school, it is the responsibility of the ITT provider to carry out the necessary checks. The school will obtain written confirmation from the provider that it has carried out all the necessary pre-appointment checks and that the trainee has been judged by the provider to be suitable to work with children. The School will verify independently the identity of any trainees who come to the school on placement. A record of the checks made on trainees by their ITT provider is maintained on the Single Central Register.

10. Policy on Recruitment of Ex-offenders

10.1 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 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 in paragraph 8.2 below.

For those positions within the School that involve "regulated activity" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), applicants 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 lists maintained by the Disclosure and Barring Service / Teachers' Regulation Agency of individuals who are considered unsuitable to work with children or vulnerable adults. In

addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

Should the school receive an application by someone who is found to be unsuitable to work with children, or is provided with false information in support of an applicant's application, the school will report the matter to the Police and the DBS.

10.2 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;
- 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 of the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- 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.

10.3 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 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.

11. 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 be destroyed after six months. This retention period is in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

11.1 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, but is under no obligation to do so.

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 members of the School's Senior Management Team and Human Resources team;
- not retain disclosure information or any associated correspondence for longer than is necessary. Generally this will be for a maximum of six months. The School will keep, in the Bursary, 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; and
- 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.

11.2 The Single Central Register

Once appointed, staff details are placed on the Single Central Register, which provides a register of recruitment and vetting checks in accordance with DfE requirements.

The school will retain a 'single central record' ('SCR') of pre-appointment checks, this information is held via the School's subscription to SCR Tracker. The SCR covers all school staff, including volunteers, teacher trainees, agency, and third-party supply staff:

The single central record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- an identity check
- a standalone children's barred list check
- an enhanced DBS check (with children's barred list check) requested/certificate provided
- a prohibition from teaching check
- further checks on people who have lived or worked outside the UK
- a check of professional qualifications, where required, and
- a check to establish the person's right to work in the United Kingdom.

For those in management positions, details of the section 128 checks undertaken must be recorded.

For agency and third-party supply staff, the school will also include whether written confirmation has been received that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

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

12. Referrals to the DBS and Teaching Regulation Agency

This policy is primarily concerned with the promotion and practice of safer recruitment. However, applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at the School despite being barred from working with children; and / or
- an individual has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the Teaching Regulation Agency. The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

12.1 Non-Statutory Information

The school may also record other information on the candidate, which they deem relevant. For example, the findings of social media checks, medical questionnaire and references.

13. Whistleblowing and Exit Interviews

All staff are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Child Protection Policy and the Staff Code of Conduct). All staff receive training so that they understand the School's expectations. Safeguarding children is at the centre of the School's culture and is accordingly considered formally during staff performance development reviews and appraisal and finally in an exit questionnaire which is completed by all leavers.

14. Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the HR department using the recruitment@ibstockplaceschool.co.uk email address included in the information pack for applicants.

15. Induction Programme

There is an induction programme for all new staff which covers the School policies and procedures, including Child Protection, Prevent and e-safety. During this process expectation and codes of conduct for staff will also be made clear.

16. Ongoing Employment

A culture of vigilance at IPS recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the annual appraisal procedure and in accordance with changing national requirements.

17. Monitoring and Review

This policy is updated regularly in accordance with statutory guidelines

Reviewed and updated by the Head, July 2022





IBSTOCK PLACE SCHOOL

REHABILITATION OF OFFENDERS ACT 1974

All posts involving regulated activity are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Orders 1975, because of the nature of the work. If you are selected for interview you will be required to disclose whether or not you have any previous convictions, including a "spent" conviction, criminal charge or summons pending against you. Any information given will be completely confidential and will be considered only in relation to the application for this post. The fact of such a conviction will not necessarily debar you from employment but will be taken into consideration when the selection of the successful candidate is decided.



IBSTOCK PLACE SCHOOL

CLARENCE LANE, LONDON SW15 5PQ

Tel: 020 8592 3802

E-mail: recruitment@ibstockplaceschool.co.uk

POST APPLIED FOR :		
SECTION 1 – PERSONAL DETAILS		
Title: Dr/Mr/Mrs/Ms/Ms	Surname(s):	Surname:
Date of birth:		Former name:
		Preferred name:
Address:		National Insurance number:
		Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
		Please provide details:
Telephone number(s):		Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/>
Home:		
Work:		If so please give your Teacher Reference Number:
Mobile:		
Email address:		
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Teacher of the School? If so, please provide details.		

SECTION 2 – EDUCATION					
Please start with the most recent					
Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From dd/mm/yy To dd/mm/yy 				
	From dd/mm/yy To dd/mm/yy 				
	From dd/mm/yy To dd/mm/yy 				

SECTION 3 – OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please also specify the date any qualifications were awarded, as well as the name of the awarding body.

SECTION 4 – EMPLOYMENT

Current/most recent employer:	Current/most recent employer's address:		
Current/most recent job title:	Date started:		
Brief description of responsibilities:		Date employment ended (if applicable):	
Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these:		
Are you currently engaged in any legal action or dispute with your current, or any former, employer? If yes, please provide details:			Yes/No
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

SECTION 5 – PREVIOUS EMPLOYMENT AND/OR ACTIVITIES SINCE LEAVING SECONDARY EDUCATION

Please continue on a separate sheet if necessary. If there are any gaps in your employment, please explain the reasons for them below.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving			
From: dd/mm/yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						
To: dd/mm/yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						
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To: dd/mm/yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						

SECTION 6 – INTERESTS

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity

SECTION 7 – WHAT CAN YOU OFFER US?

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the post description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

SECTION 8 – HEALTH

The School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Equality Act 2010 ('the Act'). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes No

If you wish please give further details here:

Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here:

If offered the position applied for, (on the basis of the post description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role? Yes No

If yes, please give details here:

In accordance with the guidance published by the DfE any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician.

SECTION 9 – REFERENCES

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview.

Are you currently engaged in any legal action or dispute with your current, or any former, employer? Yes No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email address:	Email address:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 10 – RECRUITMENT

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

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.

A copy of the School's Recruitment Policy will be made available on request.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

SECTION II – DECLARATION

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the ISA Children's barred list or the ISA Vulnerable Adults barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I confirm that I have never been referred to the NCTL. (If you are unable to do so, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form, in order that the School may consider whether you are suitable for employment).
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School securely processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- If I am appointed, personal information about me may be computerised for personnel administration purposes within the terms laid down by the School's Privacy Notice.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- Should I be employed, I agree to completing a full disclosure for the Disclosure and Barring Service.

Signature Date





An inspiring place to flourish

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in South West London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1896, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is over subscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

Head's welcome:

"This role is an opportunity to play a part in a school with a rich history, at the vanguard of educational change.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed. At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read and we thank you for your interest in Ibstock."

Christopher J Wolsey
Headmaster



About the role

The role

We are seeking to appoint a full time Academic Mentoring Assistant (EAL), who will spearhead the School's specialist provision for pupils with English as an Additional Language needs and will work in **both the Prep and Senior School**, reporting to the Head of Academic Mentoring.

In addition to working in the field of EAL provision, they will also work with pupils who do not have EAL needs, but who are nevertheless engaged with the wider work of the Department of Academic Mentoring.

The postholder will ensure that pupils for whom English is an Additional Language are appropriately supported in their mainstream content classes as well as in targeted EAL classes. The postholder will also be given administrative tasks to carry out when not with a class.

Further information on the role is set out in the Job Description.

The person

We are looking to recruit a person who can provide an efficient and high level of support to pupils for whom English is an additional language:

- Is an effective communicator
- Displays a commitment to the protection and safeguarding of children and young people
- Is able to plan time effectively and be well organised
- Is flexible and resilient and able to adapt quickly to new environments and challenges
- Has good inter-personal skills and can establish positive relationships with multiple stakeholders
- Is reliable and trustworthy, and able to work effectively with limited supervision
- Sets an example of personal integrity and professionalism
- Adheres to the ethos of the school
- Promotes the vision and aims of the school

An ESOL or other qualification in teaching English as an Additional Language is desirable.



Job description

Responsibilities:

The Academic Mentoring Assistant will support the work of the Department in terms of helping pupils, some with EAL needs and some without. The post-holder will support pupils with study skills and the development of literacy skills. They will sometimes attend a number of mainstream classes with pupils, acting as a liaison between those classes and the Department of Academic Mentoring. Additionally, the postholder will work with pupils one-on-one or in small groups to offer revision sessions and support targeted skills such as speaking and reading.

The overall responsibilities of the role are to:

- Promote the inclusion of pupils for whom English is an additional language. In liaison with the class teacher and Department of Academic Mentoring to provide targeted scaffolding to assist pupils for whom English is an additional language, to comprehend and participate in mainstream classroom lessons.
- Provide practical support in the classroom to pupils who have recognised EAL learning needs, supporting them to achieve their potential.
- Support the activities of individual pupils or groups of pupils, as appropriate.
- Establish and maintain relationships with individual pupils and groups of pupils.
- Promote pupils' social and emotional development.
- Work with subject teachers to ensure lesson materials are comprehended by EAL pupils in order for pupils to make appropriate progress towards their targets.
- Contribute to the health and well-being of pupils.
- Support children, for whom English is an additional language, who may have competing additional support needs (behavioural, emotional, social etc.).
- Support pupils with literacy and numeracy skills.
- Support pupils to access the curriculum and co-curricular activities.



Job description

The post-holder will support the teaching staff and the Head of Academic Mentoring by:

- Observing and reporting on pupil performance and maintaining pupils' records.
- Contributing to the planning and evaluation of learning activities.
- Assisting in preparing and maintaining the learning environment.
- Supporting pupils' safety and security
- Providing general administrative support

The Academic Mentoring Assistant will also support the school by:

- Participating as an active, positive and enthusiastic member of the Department of Academic Mentoring in building good relationships with other departments and teachers in order to bolster pupil success.
- Undertaking appropriate training, where offered, to enhance job skills and understanding of how pupils learn.
- Supporting the development and effectiveness of team work within school

- Developing and maintaining working relationships with other professionals.
- Liaising with parents, as appropriate.
- Reviewing and developing their own professional practice.
- Working as required across the curriculum and in parts of the school in accordance with the job.

The Academic Mentoring Assistant will also support the curriculum by:

- Supporting the use of information and communication technology in the classroom.
- Promoting safeguarding and welfare of children and young people.
- Ensuring tasks are carried out with due regard to Health and Safety.
- Participating in appropriate professional development including adhering to the principle of performance management and appraisal.
- Attending appropriate staff meetings



The application process

How to apply

To apply for the role, please complete our application form and submit it, by email to: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

We hope that the successful applicant will be able to start as soon as possible. Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details, see: [here](#).

Note that, in accordance with Keeping Children Safe in Education 2022, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.



Working at Ibstock

Our aims and ethos

Our aim is to create an outstanding place of learning, a place where our pupils find academic excellence and the joy which it inspires. We ensure that our pupils' natural curiosity and empathy is ceaselessly nourished. In so doing, we set the conditions which enable them to excel, both during their time with us and throughout their adult lives.

We do this by concentrating on four Cs:

- Our **CURRICULUM** is dynamic and forward-thinking.
- Our **CULTURE** is warm and inclusive.
- Our **CONTEXT** is beautiful and stimulating.
- Our commitment to **CO-EDUCATION** is longstanding and profound.

A joyful, nurturing culture

Ibstock is a stunning place to work, and our on-site facilities are excellent. The Main House building, constructed in 1913, blends seamlessly with the New School buildings. Our impressive modern wood-panelled refectory won a RIBA National Award in 2022 and the school boasts a brand-new Innovation Centre, equipped with the latest Virtual Reality (VR) and Augmented Reality (AR) devices.

Other benefits of working at Ibstock include favourable salaries and highly-competitive terms and conditions; free breakfast and lunch during term time; enrolment in a contribution pension scheme; membership of 'Health Assured', a third-party health and wellbeing provider; use of the school swimming pool; staff yoga sessions; a wide range of staff social events; and access to a cycle to work scheme.

Ibstock Place School





IBSTOCK PLACE SCHOOL

Clarence Lane
Rochampton
London
SW15 5PY

020 8876 9991



IBSTOCK PLACE SCHOOL

CRIMINAL RECORDS DISCLOSURE FORM

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory. If you are successful in your application, you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically deter you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure, as set out in our Recruitment Policy (a copy of which is available from the School on request).

All shortlisted candidates are required to answer the questions below:

1. Are you included on the children's ban list?
Yes No
2. Have you been convicted by the courts, in the UK or abroad, of any criminal offence?
Yes No
2. Is there any relevant court action pending against you, either in the UK or abroad?
Yes No
4. Have you ever been cautioned for, convicted of or charged with a violent or sexual criminal offence against a child or adult, in the UK or abroad?
Yes No
3. Have you ever received a caution, reprimand or final warning from the police?
Yes No
4. Are you known to children's local authority social care in relation to your care of children?
Yes No
5. Have you ever had an order made against you relating to your care of children?
Yes No
6. Has your registration been cancelled in relation to childcare or children's homes, or have you been disqualified from fostering?
Yes No
7. Are you disqualified from providing childcare?
Yes No
8. Are you prohibited from teaching?
Yes No

If you are applying for a management position:

Are you prohibited from management in an independent school (under a section 126 direction)?

Yes No

If 'YES' to any of the above, please provide further details during the course of the interview.

Signed

.....

Date



Safer recruiting – Online Checks

KCSIE 2022 suggests that schools should consider conducting searches of an online search engine as part of their safer recruiting practices. In deference to this advice, IPS undertakes such checks on all shortlisted candidates, prior to interview. Any potential concerns that are identified can then be discussed with the candidate at interview.

The school is mindful, when undertaking these checks, of its duties in terms of both data protection and equalities legislation.

Checks are undertaken by the HR team and the results are made known to the Head exclusively. Checks are undertaken only on shortlisted candidates. The checking process involves searches for the given name on Google and perusal of public social media accounts viewable without a social media login through Google.

Name of person checked:

Role:

Checks undertaken by:

Date of check:

Notes:

Has the check generated any information which should be passed to the Head?

Yes / No



IBSTOCK PLACE SCHOOL

CLARENCE LANE, LONDON SW15 5PY

Tel: 020 8392 5802

E-mail: recruitment@ibstockplaceschool.co.uk

List of documentation to bring to interview

Please supply one document from Group 1, and two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify your current address.

Please also supply documentation confirming your National Insurance Number (P45, P60 or National Insurance Card) and your right to work in the UK (see box below).

We are also required to see your Birth Certificate. Please bring this with you, along with the documentation specified above.

Group 1: Primary Trusted Identity Credentials

- Current valid passport
- Biometric Residence Permit
- Current Driving Licence (Full or provisional) (UK/Isle of Man/Channel Islands; Photocard with the associated counterpart licence, except Jersey)

Group 2a: Trusted Government/State Issued Documents

- Current Non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b: Financial / Social History Documents

- Mortgage Statement (UK or European Economic Area (EEA))**
- Bank/Building Society Statement (UK and Channel Islands or EEA)*
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)*
- Financial Statement - e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK and Channel Islands) **
- Council Tax Statement (UK and Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit)**
- Letter of sponsorship from future employment provider (Non UK/Non EEA only valid for applicants residing outside the UK at the time of application)
- Utility Bill (UK)* - not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/Local authority giving entitlement (UK and Channel Islands)* - e.g. from the Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card



IBSTOCK PLACE SCHOOL

CLARENCE LANE, LONDON SW15 5PY

Tel: 020 8382 5802

E-mail: recruitment@ibstockplaceschool.co.uk

- Cards carrying the PASS accreditation logo (UK)
- Letter from Headmaster 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.

Note:

If a document is 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 twelve months old

Not denoted - it can be more than 12 months old

If you have changed your name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) please also bring documentary evidence of the change.

Right to work in the UK:

UK passport holders should supply their UK passport as proof of their right to work in the UK. If you do not hold a UK passport, please bring other evidence of your right to work in the UK.

Documentation relating to professional/educational qualifications:

Please supply original documents confirming any educational and professional qualifications referred to in your application.



CONFIDENTIAL REFERENCE FOR [NAME] FOR THE POSITION OF [ROLE]

Referee name:

Position:

Organisation:

Please also provide a contact telephone number below so that we can contact you to verify the information you provide.

Tel:

If you are a representative of the Applicant's current or previous employer, please complete both Part A and Part B below. If you are giving a reference in any other capacity, please complete only Part B. If necessary, please include further details on a separate sheet.

PART A		
What is the name of your organisation?		
What position do you hold? If you are not the Head, please ensure that this reference is countersigned by the Head.		
How long have you worked/ did you work with the Applicant?		
Please confirm the Applicant's role and/or duties.		
Please confirm the Applicant's dates of employment	Employment commenced:	Employment ended:
If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.		
Please confirm the Applicant's current salary (or their salary on termination)		



TEACHING ABILITY		CHARACTER AND PERSONALITY	
Outstanding	<input type="checkbox"/>	Outstanding role model for pupils	<input type="checkbox"/>
Above average	<input type="checkbox"/>	Mature and reliable, steady	<input type="checkbox"/>
Average	<input type="checkbox"/>	Variable	<input type="checkbox"/>
Below average	<input type="checkbox"/>		
Poor	<input type="checkbox"/>		
CLASS CONTROL		PASTORAL APTITUDE & ABILITY	
Outstanding	<input type="checkbox"/>	Profound, intelligent concern for pupils	<input type="checkbox"/>
Above average	<input type="checkbox"/>	Responsible and caring	<input type="checkbox"/>
Has occasional difficulties	<input type="checkbox"/>	Minimalist	<input type="checkbox"/>
Has frequent difficulty	<input type="checkbox"/>		
SUBJECT KNOWLEDGE		WORK RATE AND COMMITMENT	
Excellent	<input type="checkbox"/>	Highly professional	<input type="checkbox"/>
Very sound	<input type="checkbox"/>	Hardworking, good stamina	<input type="checkbox"/>
Adequate	<input type="checkbox"/>	Adequate / Merely acceptable	<input type="checkbox"/>
Poorly	<input type="checkbox"/>	Not always satisfactory	<input type="checkbox"/>
LESSON PREPARATION / MARKING		INITIATIVE AND LEADERSHIP	
High standard of preparation / marking	<input type="checkbox"/>	Outstanding, innovative, highly effective	<input type="checkbox"/>
Acceptable level of preparation / marking	<input type="checkbox"/>	Above average, some things forward	<input type="checkbox"/>
Below standard preparation / marking	<input type="checkbox"/>	Prefers to be directed	<input type="checkbox"/>



ICT CAPABILITY		ATTENDANCE AND GENERAL HEALTH	
Excellent, adapts to new technology well	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Secure, is willing to adopt new technology	<input type="checkbox"/>	Good	<input type="checkbox"/>
Adequate, can use core programmes and makes some effort to adapt to new technology	<input type="checkbox"/>	Variable	<input type="checkbox"/>
Poor, struggles to use core programmes and reluctant to embrace new technology	<input type="checkbox"/>	Poor	<input type="checkbox"/>
GENERAL ORGANISATION (please tick/put ring/initials, report)		RELATIONS WITH PARENTS, EXTERNAL AGENCIES	
Meticulous	<input type="checkbox"/>	Outstanding, unbravadoial	<input type="checkbox"/>
Sufficient attention to detail	<input type="checkbox"/>	Good instead, tactful, firm, inflexible	<input type="checkbox"/>
Disorganised and unsatisfactory	<input type="checkbox"/>	Generally sound	<input type="checkbox"/>
		Chaotic, unpalatable	<input type="checkbox"/>
INVOLVEMENT IN EXTRA-CURRICULAR ACTIVITY		CAREER POTENTIAL	
Plays a part	<input type="checkbox"/>	Rising star – goes well beyond post applied for	<input type="checkbox"/>
Assists in a number of ways	<input type="checkbox"/>	Should achieve good level of responsibility	<input type="checkbox"/>
Takes part occasionally	<input type="checkbox"/>	Will, in time, achieve a reasonable level of responsibility	<input type="checkbox"/>
		Unlikely to progress beyond level applied for	<input type="checkbox"/>
AS A MEMBER OF STAFF		WAS/IS THE APPLICANT (please tick relevant posts)	
Extremely positive and enthusiastic	<input type="checkbox"/>	Classroom coordinator	<input type="checkbox"/>
Pleasant, good humoured, sociable	<input type="checkbox"/>	Form Tutor	<input type="checkbox"/>
Reluctant	<input type="checkbox"/>	Head of Department	<input type="checkbox"/>
Can be negative, discouraging	<input type="checkbox"/>	Head of Year	<input type="checkbox"/>



Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment? If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.	
Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people? If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.	
Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people, except those which have been found to be unsubstantiated, unfounded, false, or malicious.	
Are you completely satisfied that the Applicant 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. If not please give specific reasons for your concerns.	
To the best of your knowledge, has the Applicant ever been referred to, or are they the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Authority, any equivalent body in the UK or a regulator of the teaching profession in any other country? If yes, please provide details.	
To the best of your knowledge, has the Applicant ever been referred to the Department for Education?	
For Applicants applying for management posts, is the Applicant the subject of 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? If yes, please provide details.	
To the best of your knowledge, has the Applicant ever been the subject of a direction under section 142 of the Education Act 2002? If yes, please provide details.	
Would you be willing to re-employ the Applicant? If you:	

answer is "No", please explain why.	
Any other comments:	

PART B	
What is your relationship to the Applicant?	
How long have you known the Applicant?	
Based on your knowledge and experience of the Applicant, are you satisfied that the Applicant has the ability and is suitable to undertake this role? If not, please give specific reasons for your concerns.	
Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children?	
Please include any other information which you consider may be relevant to the Applicant's application.	
Signed:	
Countersignature (if applicable):	
Dated:	



CONFIDENTIAL REFERENCE FOR [NAME] FOR THE POSITION OF [ROLE]

Referee name:

Position:

Organisation:

Please also provide a contact telephone number below so that we can contact you to verify the information you provide

Tel:

If you are a representative of the Applicant's current or previous employer, please complete both Part A and Part B below. If you are giving a reference in any other capacity, please complete only Part B. If necessary, please include further details on a separate sheet.

PART A		
What is the name of your organisation?		
What position do you hold? If you work in a School, and are not the Head, please ensure that this reference is countersigned by the Head.		
How long have you worked/did you work with the Applicant?		
Please confirm the Applicant's role and/or duties		
Please confirm the Applicant's dates of employment:	Employment commenced:	Employment ended:
Please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.		
Please confirm the Applicant's current salary (or their salary on termination)		



Please rate the Applicant against the following criteria: (please continue on a separate sheet if required)	Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Attitude to work					
Attendance					
Reliability					
Working relationships with other staff					
Skills					
Experience					

Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment? If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.	
If the Applicant works with children or young people, please confirm whether they have been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people? If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.	
Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people, except those which have been found to be unsubstantiated, unfounded, false, or malicious.	

<p>Are you completely satisfied that the Applicant 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.</p>	
<p>Would you be willing to re-employ the Applicant? If your answer is "No", please explain why.</p>	

<p>Part B</p>	
<p>What is your relationship to the Applicant?</p>	
<p>How long have you known the Applicant?</p>	
<p>Based on your knowledge and experience of the Applicant, do you believe that he/she is suitable for the post applied for?</p>	
<p>Based on your knowledge and experience of the Applicant, do you have any reason to believe that he/she is unsuitable to work with children?</p>	
<p>Please include any other information which you consider may be relevant to the Applicant's application.</p>	

Signed:

Countersignature (if applicable):

Dated:



TEACHING STAFF

Candidate:		Post:	Date:
Panel:	Key: 1. Needs substantial development 2. Needs development 3. Acceptable 4. Strong 5. Outstanding		

Factor	Assessment					Comments
	1	2	3	4	5	
Understanding and knowledge of role						
Communication skills (ability to listen and answer, to explain)						
Work experience (relevant to role as defined in Person Specification)						
Qualifications (relevant to role as defined in Person Specification)						
Attitude (to organisation and role as defined in the Job Description)						
Understands duties and responsibilities in respect of child protection and will support the School's safeguarding obligations						

Are there any inconsistencies or anomalies in the information given by the Applicant during interview when compared to that contained on their application form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If there are any gaps in the Applicant's employment history, has the Applicant provided a satisfactory explanation for them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the applicant answer 'Yes' to any of the questions on the Criminal Record Disclosure form? If yes, provide further information below, in the notes section.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the online searches identify any 'red flags'? If yes, summarise the interview discussion on the matter in the notes section below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If a reference has not been obtained prior to interview, did the Applicant wish to declare anything in light of the School's requirement for references?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Notes:	
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Form completed by:



NON-TEACHING STAFF

Candidate:		Post:	Date:
Panel:	Key: 1. Needs substantial development 2. Needs development 3. Acceptable 4. Strong 5. Outstanding		

Factor	Assessment					Comments
	1	2	3	4	5	
Understanding and knowledge of role						
Communication skills (ability to listen and answer, to explain)						
Work experience (relevant to role as defined in Person Specification)						
Qualifications (relevant to role as defined in Person Specification)						
Attitude (to organisation and role as defined in the Job Description)						
Understands duties and responsibilities in respect of child protection and will support the School's safeguarding obligations						

Are there any inconsistencies or anomalies in the information given by the Applicant during interview when compared to that contained on their application form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If there are any gaps in the Applicant's employment history, has the Applicant provided a satisfactory explanation for them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the applicant answer 'Yes' to any of the questions on the Criminal Record Disclosure form? If yes, provide further information below, in the notes section.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the online searches identify any 'red flags'? If yes, summarise the interview discussion on the matter in the notes section below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If a reference has not been obtained prior to interview, did the Applicant wish to declare anything in light of the School's requirement for references?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes:		

Form completed by:

Additional self-declaration form for Governors and Senior Managers

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

To ensure compliance with the 2011 Act, searches of the following lists will be made for your name:

- the Bankruptcy and Insolvency Register;
- the register of disqualified directors maintained by Companies House; and
- the register of persons who have been removed as a charity trustee.

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At Ibstock, the disqualification rules will be applicable to all governors, the Head, the Bursar and potentially other senior staff who report directly to the governors.

There is no single list or register that covers all of the disqualification criteria and the School therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of this self-declaration form and the checking of relevant publicly accessible registers.

Please confirm whether, to the best of your knowledge, you are subject to any of the disqualification criteria set out above:

Name:

Signature:

Date

Please note that a failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence. Please also be aware that you are under an ongoing duty to inform the School if there is a change in your circumstances that results or may result in you becoming disqualified from acting as a governor or senior manager.

Additional checks for Governors, Head and Bursar

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

To ensure compliance with the 2011 Act, searches have been made of the following lists:

- the Bankruptcy and Insolvency Register;
- the register of disqualified directors maintained by Companies House; and
- the register of persons who have been removed as a charity trustee.

Name of person on whom searches were conducted:

Date of birth:

Was any reference made to this individual on the lists above?

Date search conducted:

Note that searches have only been run for the name of the individual and not for any corporate entities they may be associated with. Searches have only been made of the English registers, Scotland and Northern Ireland maintain separate lists.

Details of search engines used:

[Individual Insolvency Register \(IIR\) - Home \(ins.gov.uk\)](http://www.insolvency.gov.uk)

[Bankruptcy and debt relief restrictions outcomes: summary of results \(ins.gov.uk\)](#)

[No search results - Find and update company information - GOV.UK \(company-information.service.gov.uk\)](http://www.gov.uk)

[Search the Register of Removed Trustees \(charitycommission.gov.uk\)](http://www.charitycommission.gov.uk)



HESTOCK PLACE SCHOOL

PRE-EMPLOYMENT HEALTH QUESTIONNAIRE		STRICTLY CONFIDENTIAL	
<p>This questionnaire should be completed as fully as possible in capital letters.</p> <p>The information will be treated in confidence between the School and its Medical Adviser.</p>			
Forename:		Title (Dr, Mr, Mrs, Ms)	
Surname:		Date of birth:	
Address		Name and address of GP:	
Position applied for:			
Medical history			
Please complete the following questions by ticking the appropriate box. If the answer is 'yes', give details including (a) date, (b) amount of time lost from work/school (if any), (c) treatment (if any).			
Have you ever suffered from any of the following illnesses?			
	Yes	No	If yes, please give details
Visual defects/eye conditions (including colour blindness)			
Hearing defects/ear conditions			
Severe anxiety, depression, other psychiatric disorder			
Paralysis or other neurological disorder			

Fainting attacks, blackouts, epilepsy or fits			
Recurrent headaches, migraine			
Vertigo, giddiness or tinnitus			
Heart disease, high blood pressure			
Asthma, bronchitis, tuberculosis or other chest disease			
Liver disorder			
Kidney or bladder problems			
Recurrent backache, arthritis, rheumatism			
Any blood disorder			
Eczema, dermatitis, other skin conditions			
Diabetes, thyroid or other gland problems			
Hay fever, allergies to drugs, animals etc			
Any recurrent infections			
Any impairment of immunity to infection			
Hernia			
Any alcohol or drug related problems or illness			
Any other medical condition, physical or mental, not mentioned above			
Have you?			
	Yes	No	If yes, please give details
Ever undergone a surgical operation or been admitted to hospital for any reason?			
Had more than 20 days' sickness absence in the past 2 years?			
Ever been, or are, a Registered Disabled Person?			

Present health status			
	Yes	No	If yes, please give details
Are you at present taking any medication prescribed by a doctor?			
Are you at present receiving any treatment prescribed by a doctor?			
Do you have any physical disability necessitating special aids, or requirements for access to premises?			
Do you have any other relevant health problems?			

Declaration

1. I declare that, to the best of my knowledge, the information I have given is correct and that I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question.
2. I understand that any offer of employment made to me by the School will be conditional upon the verification of my medical fitness and that I may be required to attend a medical examination.
3. I understand that failure to disclose relevant information or giving false information may result in termination of my employment or the withdrawal of an offer of employment.
4. I hereby give my consent to Ibstock Place School processing the data supplied above.

Signature

Date