

## Forres Sandle Manor (Non-Academic) Policy

Policy Title	<b>Safer Recruitment, Selection and Disclosure Policy</b>
Policy Lead (Appointment (& Initials))	<b>Bursar (CI-J)</b>
Date of Last Review	<b>September 2019</b>
Date of Next Review	<b>September 2021</b>

### SAFER RECRUITMENT, SELECTION AND DISCLOSURE POLICY

#### **SUMMARY**

##### **Policy Statement**

FSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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

##### **Aims**

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

##### **Recruitment Procedures**

In order to ensure safer recruitment FSM will:

- Pay heed to the 'Disqualification from Working with Children' Regulations (2018)
- Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children.
- Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people and specific reference to suitability to work with children.
- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain a total of two independent professional and character **references** that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns and verify.
- Conduct a face to face **interview** (with at least one panel member who has completed the safer recruitment training) to explore the candidate's suitability to work with children as well as his/her suitability for the post. The Headmaster, Deputy Heads, Bursar, Head of Lower School, Faculty Head Performing Arts and Chef Manager all require to undertake this training.

- Verify the successful **candidate's identity**
- Verify the candidate has the **right to work in the UK**
- Verify, where necessary, that the successful applicant has all the academic or vocational **qualifications claimed**.
- Check his/her previous **employment history** and experience.
- Verify that she/he has the **health and physical capacity** for the job.
- Conduct the mandatory check list of Children's' Barred List (previously **List 99**) and obtain an Enhanced DBS check.
- Ensure new staff are **familiarised with our Child Protection Policies** and Safer Working Practices and remain vigilant throughout their employment in regards to any potential Safeguarding issue.
- Ensure anyone who is appointed to carry out teaching work at FSM is additionally checked that he/she is **not subject to a prohibition from teaching** order issued by the Secretary of State. This will be carried out using the DfE 'Employer Access Online Service.'
- Check whether individuals from countries in the European Economic Area (EAA) who will be carrying out teaching work are **subject to any sanctions or restrictions** imposed by another EEA professional regulating authority for teachers.
- Ensure those who commence work in a management capacity have the necessary DfE **Section 128 check** (they are not prohibited from a management position within a school).

### **Responsibilities for the Appointment of Staff**

Responsibilities are apportioned as follows:

Headmaster	All teaching staff, matrons and, with the Bursar, administrative staff.
Bursar	Domestic, maintenance and grounds staff and minibus drivers. (The Bursar is responsible for ensuring the contract caterers are aware of their responsibilities under this policy).
Head of Lower School	Teaching assistants, in consultation with the Headmaster.
Head of Performing Arts Faculty	Peripatetic music staff, in consultation with the Headmaster.
Holroyd Howe Caterers (HH)	Contract catering staff.

### **Review**

This policy is subject to annual review by the Governors' Education and Support Committee (ESC) and reported on by that Committee to the Full Governing Body.

## GUIDANCE AND STATUTORY REQUIREMENTS

FSM is committed to meeting the statutory regulations and Independent Schools Inspectorate (ISI) guidance and requirements necessary for the safe recruitment of staff, both teaching and otherwise; our recruitment procedures are rigorous. The statutory requirements are taken from the ISI and National Minimum Standards for Boarders regulations as well as from guidance published in 'part 3 of Keeping Children Safe in Education (2019)'.

## APPOINTMENT CHECKS

This process is for the recruitment of all staff, including ancillary workers, contract staff and volunteers. There are slightly different procedures for different employees and these have been noted accordingly. We will:

- Have a satisfactory recruitment process recorded in writing.
- Check identity against an official document such as passport or birth certificate (copy to be kept on file) and carry out an enhanced Disclosure and Barring Service (DBS) check.
- Check whether the candidate is registered with DBS.
- Gain at least two written references, including the most recent employer, with a reference request that **specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant.** Reference requests should ideally be made in advance of the interview in order to confirm character, employment and personal history as stated on the application form and qualifications for the job (see Annex B).
- Verify references as required which may include contact by the school with referees directly.
- Hold an interview with a written record of the outcome using the designated interview check list sheet (see Annex C). It is advisable to have at least two people interviewing a candidate in order that one can keep a proper record of the interview whilst the other interviews and perhaps take this in turns according to what is deemed appropriate for the interview. A meeting prior to interview would have established agreed issues, competency based questions, assessment criteria and standards including safer recruitment questions.
- Carry out other assessment with clear purpose such as lesson observation to assess skills in the classroom, 'walk about' to assess technical understanding of role for example.
- Gain proof of qualifications and check of qualifications with relevant body where qualifications are key to the job being applied for.
- Request a full application form (see Annex A) and provide a statement to the applicant that previous employers may be approached.
- Ensure an explanation of any gaps, discrepancies or anomalies in the application form, and hold a written record that the explanation is satisfactory.
- Carry out enhanced DBS checks on any resident adults not employed by the school and who began to live on boarding premises after April 2002.

- Carry out full checks on gap type students as far as is possible including DBS and at least a 'certificate of good conduct' from the student's previous school. Use of known professional intermediate body to provide potential candidates for these roles.  
*[NOTE: Previous GAP students were employed through 'Latitude Global Volunteering.' Latitude who employ a rigorous selection and screening procedure for those students it recommends. They also process DBS checks, obtain a police certificate of good conduct and where appropriate arrange relevant Tier 5 visas].*
- Carry out overseas checks where available.
- Check whether individuals from countries in the European Economic Area (EEA) who will be carrying out teaching work are subject to any sanctions or restrictions imposed by another EEA professional regulating authority for teachers.
- Ensure that applicants have the *right to work* in the UK. UK passport holders do.
- Carry out a National College for Teaching and Leadership (NCTL) check on teaching staff employed by the School since 01 April 2014, to check that they are not prohibited from teaching.
- Carry out a 'prohibition from management directions (s128)' check, for relevant staff considered to be in management positions with effect from 12 August 2015.
- Make offers of appointment subject to a satisfactory DBS check, references satisfactory to the school, right to work in the UK, medical fitness, qualification proof(as far as possible), and, relevant checks for Prohibition from Management and teaching.
- Ensure work should not begin before satisfactory completion of DBS checks. In the case where this is absolutely vital, a full risk assessment must have been done and every effort made to chase the necessary paperwork. Staff must be supervised and have no unsupervised access to pupils until the necessary checks have been confirmed as satisfactory. Both references will have been received and DBS form submitted for checking (see Annex F).
- Gain assurances from employment agencies (and other businesses that may supply staff) that DBS and other necessary pre-employment checks are in place for their staff when we commence using their services, with copies of relevant paperwork provided.
- Gain assurances from taxi companies that DBS checks are in place for their staff for taxis booked to convey boarders.

## **RECRUITMENT PROCEDURE**

### **Introduction**

At FSM we deem it imperative to attract, recruit and retain the best people for the most appropriate roles and in so-doing, ensure that those who are unsuitable to work with children and young people are deterred from applying and rejected during the process as necessary.

We fully appreciate our role in safeguarding pupils and staff at FSM. It is FSM's policy to employ the best people for the role, ensuring equality of opportunity for all regardless of race, religion, age, ethnic origin, belief, gender, sexuality or disability status.

Below is an overview of the recruitment process, more role specific detail is utilised as and when required to ensure a smooth and efficient process.

### **Planning and Advertising**

Advertising will be in the most appropriate medium for the role and will always be advertised internally and/or externally. The advert will include a note that a DBS disclosure is required and a statement regarding FSM's policy of safeguarding children. When applicants respond to an advert they will be sent/directed to an information pack, which will include:

- The job description (including terms and conditions).
- FSM's Child Protection Policy.
- An application Form. (see Annex A)
- School information.
- Equal opportunities statement.
- Outline of interview procedures.
- Statement of requirement for references.

### **Shortlisting and Interview**

Applicants will be shortlisted on the basis of suitability against the job description/person specification. Selected applicants will be invited for interview and will be informed in advance of the requirements for the day including any presentation, testing and those who will be on the interview panel. Candidates will also be made aware that: *"The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children"*. At least two people will be on the interview panel, at least one of whom will be safer recruitment trained. Notes will be taken at interview of the answers candidates give and a written 'interview checklist' (see Annex C) will also be completed by the main interviewer with sections completed as appropriate. Care will be taken to assess the applicant's knowledge, understanding and care of children, together with his/her ability to set a good example to children. Any gaps in employment history will be explored, along with relevant Safer Recruitment questioning. Where it is appropriate, references will be taken up prior to interview.

### **Conditional Offer of Employment and Pre-employment Checks**

This will be made once the recruitment panel have seen all candidates and is conditional on receipt of a minimum of two satisfactory references, satisfactory DBS disclosure, proof of identity and right to work in UK, sight of required professional qualifications, prohibition from teaching check (where appropriate) and satisfactory medical clearance. All unsuccessful candidates will be written to.

The candidate will receive a provisional offer letter; in addition they will be contacted by the Bursary Department regarding DBS completion (incorporating prohibition from management check), medical questionnaire, new employee form and any other job related documents. A personal file for the candidate will be created, along with relevant starter

checklists. Once all checks are received satisfactorily then a contract of employment will be drawn up and sent to the staff member for signature. Prior to commencing in the role, the candidate will be invited into School to see relevant members of staff and start the induction process (see Annex D, induction pack checklist).

### **Induction and Probation**

Once appointed, the member of staff will be supported by a range of senior staff (according to the precise nature of the appointment) and a process of induction carried out in line with school policy. This process will involve meetings with the supervising member of staff including matters such as ICT equipment/logons, payroll details, Health and Safety details, Child Protection training, HR relevant procedures and role specific matters evaluation, and at Management meetings as appropriate.

If there are particular issues apparent during a staff members' probationary period these are to be addressed via the Line Manager in conjunction with the Headmaster. If necessary, termination of the probationary period can be an option if the staff member is unsuitable/unable to perform the role for which they were appointed. On successful completion of probationary period, to be agreed by the Senior Leadership Team (SLT), the Headmaster will write to the individual to congratulate them and send out any necessary information.

### **Keeping of Records and Storage of recruitment information**

In order to ensure only suitable candidates are recruited at FSM, full records are kept on file for successful applicants. This includes reference details, application forms, medical questionnaire, copies of qualifications, interview notes, DBS disclosure results, Children's' Barred List check (previously List 99 check), identity check, right to work in the UK and the appointment checklist.

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

### **HOLROYD HOWE (HH) CONTRACT CATERERS**

The Bursar is responsible for ensuring that HH are fully conversant and compliant with this policy. HH will be responsible for carrying out DBS checks (Enhanced) for all staff working at FSM but employed by HH, and also that the selection and interview processes are carried out in the appropriate way and with appropriately trained staff.

### **DISCLOSURE AND BARRING SERVICE (DBS) POLICY STATEMENT**

FSM recognises its specific duties and responsibilities to adopt recruitment, selection and ongoing monitoring procedures that help to deter or reject people who are unsuited to work in schools or similar environments where they may come into contact with children.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

It is our commitment therefore to ensure that:

- The employees of FSM, our sub-contractors and any other persons who are/may be likely to represent FSM are fully aware of and comply with this policy.
- We shall ensure that all employees who are engaged have been DBS cleared or that such checks have been applied for whilst ensuring risk assessments are carried out, identities verified and they are supervised where and when required whilst on site pending DBS disclosure.
- In a boarding school context, the DBS process also applies to the spouse and adult children of staff living on the school site.
- All management and staff are appropriately instructed and trained to understand their respective responsibilities under this Policy as well as in the specific roles they carry out.
- A positive culture towards this Policy is developed and maintained at FSM.
- Where sub-contractors attend site during core school hours, they will be under the overall supervision of the relevant Operational Team department who will have ensured they meet the necessary DfE requirements.

This commitment is ongoing throughout and Management will be supported to ensure that all employees and any sub-contractors endeavour to meet the requirements of this policy and associated legislation. Constant monitoring by FSM will be undertaken to ensure that all areas of the School are consistent in delivering the standards within this policy. This policy will be reviewed annually and amended accordingly.

### **Arrangements for Implementing the DBS Policy**

These arrangements provide a guide to compliance with the DBS policies.

The Policy was drafted to ensure FSM complies with the Recruitment and Selection Guidance from the DfES, "Keeping Children Safe in Education (KCSIE)" September 2019. Guidance has also been taken from the Safeguarding Vulnerable Groups Bill 2006.

In that context it is a contractual requirement for all employees that their permanent employment is subject to satisfactory references, medical clearance, proof of Right to Work in the UK and a DBS check. It is the responsibility of FSM to ensure that all employees have a DBS check carried out, that confirmation to that effect is recorded, and the certificate number and check date is held on the employee's personnel file and Single Central Register (**SCR**).

It is the direct responsibility of the Headmaster to ensure that applicants complete a DBS application form as part of the recruitment process. Where applicants disclose previous convictions, during interview, the interviewers will take best practice advice as to whether the disclosed conviction would meet the standards expected by FSM for employment.

**FSM has a rigid policy on not employing persons who have convictions for offences against children or vulnerable adults or are entered on the Sex Offenders Register.**

- The recruitment process includes the completion of a DBS application form by the applicant. The Bursary is responsible for ensuring that only original documents are acceptable for checking and copying.
- Completed, signed and authorised forms are submitted to the DBS (currently via *Atlantic Data*) by the Bursary who has direct responsibility for the timely submission and monitoring of forms. Returned certificates that meet FSM's standards have an identification number which is recorded on the SCR.
- Returned Disclosure forms that identify disclosed offences will be reviewed under a Risk Assessment by the Head and/or Bursar.
- Consideration is given under the Risk Assessment as to whether the offence is relevant to the applicant's employment.
- As part of the Risk Assessment, consideration will be given under the terms of the Rehabilitation of Offenders Act 1974.

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

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

A Risk Assessment, as detailed in Annex E, must be completed as part of the decision made in relation to the applicant's employment with FSM.

Consideration must always be given with regard to the role and the offence(s), where the offence has no bearing on the role and is outside of the Rehabilitation of Offenders Act 1974.



Where the decision is to continue with the employment, taking into account the Risk Assessment, all relevant parties must be informed. If the decision is to inform these parties then permission must be sought from the employee before doing so.

In the event that the Head does not agree with the employment, the applicant will immediately be notified and their offer of employment withdrawn.

Where the interested parties do agree with the employment, the Head will notify the employee and will write to the employee confirming the basis of their employment.

Current staff will have their DBS re-checked if they take on a new Boarding role. It is the responsibility of all staff to declare any conviction they receive during the course of their employment to their Line Manager/Head of Faculty/Headmaster. If required, the matter will be investigated via the Disciplinary Procedure accordingly and risk assessments carried out as required along with a new DBS check.

### **Review**

The Head will regularly review the contents of this document, changes to legislation and the working practices of the school, to identify any amendments that may be needed. If required, expert advice will be obtained through legal advisors.

Where changes are identified, the Head will recommend the improvements that are to be made ensuring the Bursar, all relevant Heads of Departments, Managers and colleagues are notified accordingly.

Senior Leadership Team (SLT) meetings, operational meetings, and other regular management meetings, will review the operational aspects of the policy to ensure it continues to meet the school policy.

It is only acceptable for new starters to bring in a previous Disclosure result that they have held or had taken whilst in another employment (not more than 3 months old), in order that there should be no delay in their employment starting. In these instances, a new Disclosure application must be completed and processed in the manner detailed above.

### **Risk Assessment Procedure**

The Risk Assessment form must be raised by the Bursar, or nominee, for any Disclosure that has either a Conviction or Caution. Where it is assessed by the Bursar that the entry on the Disclosure does not affect the employee's role, confirmation will be sought from the Head and the Risk Assessment will be enclosed in the personnel file accordingly.

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

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

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

### **Guidelines for Risk Assessments**

The following are examples only and not an exhaustive list, of how we deal with Cautions and Convictions within the Risk Assessment process. Each Risk Assessment is dealt with on an individual basis and in relation to the offence and role.

Convictions not acceptable for employment within a school environment are already listed on Page 8 of this policy.

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

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

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



FORRES SANDLE MANOR  
INDEPENDENT PREPARATORY SCHOOL

Application Form (Academic Staff)

Appointment Details

Appointment for which you are applying?	
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Personal Information

Title		Postal Address:	
Initials			
Surname			
Have you been known by any other names, including Maiden Name?			
Preferred called Name			
Date of Birth			
Marital Status		Email Address	
National Insurance No		Phone (Mobile)	
DfES Reference No		Phone (Home)	

Education & Qualifications

What relevant qualifications have you achieved? (Please provide dates and awarding bodies):

Chronological Record of Employment (continue on the reverse if required)

Date from	Date to	Name & Address of Employer	Position held and additional responsibilities

**Equal Opportunities Policy.** Forres Sandle Manor is an Equal Opportunities Employer. All decisions on recruitment are based solely on the merits and abilities of each applicant, regardless of sex, marital status, religion, colour, ethnic origin, race or disability.

**References**

Please provide the names, addresses and telephone numbers of at least of two referees. One referee should be your current employer (C) and neither of them should be related to you.

By completing this section you are agreeing to the school contacting your referees (unless otherwise requested) and later verifying this information by telephone.

Referee 1	
Referee 2	
Referee 3	

**Personal Qualities**

Please outline the qualities which you believe you have which make you suitable for this post:

**Declaration**

By signing below, you are confirming that:

- All information you have supplied on this application is correct to the best of your knowledge
- You are not on the Children’s Barred List (Information held under Section 42 of the Education Act 2002)
- You are not disqualified by a court from working with children
- You are not subject to any sanctions imposed by a regulatory body
- You are aware that the post requires a Disclosure and Barring Services (DBS) Disclosure (enhanced disclosure for teaching/care staff)

<b>Signature:</b>	<b>Date:</b>
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# FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

## Application Form (Non-Academic Staff)

### Appointment Details

Appointment for which you are applying?	
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### Personal Information

Title		Postal Address:	
Initials			
Surname			
Have you been known by any other names, including Maiden Name?			
Preferred called Name			
Date of Birth		Email Address	
Marital Status		Phone (Mobile)	
National Insurance No		Phone (Home)	

### Driving Licence – delete as appropriate

Do you have a driving licence?	Yes/No	Do you own a car?	Yes/No
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### Education & Qualifications

What secondary educational relevant qualifications do you possess?	
What further education qualifications do you possess?	
Do you have any professional; qualifications or vocational skills?	
What other specialist training or skills have you undertaken?	

### Chronological Record of Employment (continue on the reverse if required)

Date from	Date to	Name & Address of Employer	Position held and additional responsibilities

**Equal Opportunities Policy.** Forres Sandle Manor is an Equal Opportunities Employer. All decisions on recruitment are based solely on the merits and abilities of each applicant, regardless of sex, marital status, religion, colour, ethnic origin, race or disability.

## References

Please provide the names, addresses and telephone numbers of at least two referees. One referee should be your current employer (C) and neither of them should be related to you.

By completing this section you are agreeing to the school contacting your referees (unless otherwise requested) and later verifying this information by telephone.

Referee 1	
Referee 2	
Referee 3	

## Personal Qualities

Please outline the qualities which you believe you have which make you suitable for this post:

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## Declaration

By signing below, you are confirming that:

- All information you have supplied on this application is correct to the best of your knowledge and understand that any false details may result in your dismissal.
- You are not on the Children's Barred List (Information held under Section 42 of the Education Act 2002)
- You are not disqualified by a court from working with children
- You are not subject to any sanctions imposed by a regulatory body
- You are aware that the post requires a Disclosure and Barring Services (DBS) Disclosure (enhanced disclosure for teaching/care staff)

<b>Signature:</b>	<b>Date:</b>
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Annex B



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

CONFIDENTIAL REFERENCE REQUEST

Name of applicant:		
Position applied for:		
The applicant's dates of employment	From:	To:
Or how long have you known this person if different from above:		
Current salary:	Scale:	Amount:
Current job title/role:		
Reason for wishing to leave (if known): Present role is a short term contract		

Please tick (✓) in the following boxes to illustrate as accurately as possible your opinion of the applicant.

	Outstanding	Good	Satisfactory	Poor	Further Comment if Necessary
Overall effectiveness as a teacher		•			
Ability to inspire, motivate and challenge students					
Subject knowledge					
Classroom organisation and behaviour management					
Lesson preparation, marking and pupil assessment					
Ability to work positively and supportively within a team					
Relationships with students and colleagues					
Initiative, resourcefulness and creativity					
Reliability, punctuality, meeting deadlines & managing pressure					
Involvement with co- curricular activities					
Ability to speak and write the English language fluently					
ICT skills					

**Forres Sandle Manor is committed to safeguarding and promoting the welfare of children. As such, your responses to the following questions are of the utmost importance to us. We are required to remind you that your remarks should contain no material mis-statement or omission relevant to the suitability of the applicant.**

Has the candidate ever been the subject of disciplinary or competency procedures (whether formal or informal)? (if Yes please give details)	Please delete  Yes/ No
Has the candidate been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people? If Yes, please provide details and the outcome of the proceedings.	Yes/ No
Are you completely satisfied that the candidate is suitable to work with children? If not, please give specific reasons for your concerns.	Yes/ No
Do you have any reservations about supporting the candidate's application for this post? If Yes please state them.	Yes/ No
Are you completely satisfied that the candidate is not involved in "extremism" being in 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.	Yes/ No
Would you re-employ this person?	Yes/ No
Please confirm that the reference has been freely written and is not part of a compromise agreement.	Yes/ No

Please briefly detail the range of candidate's current duties.	
If you were dissatisfied with any aspect of the candidate's performance, please explain the reasons for your dissatisfaction.	
During his/her employment did the candidate present him/herself professionally with colleagues and those he or she dealt with?	
If a job description for the post offered is attached do you believe that the applicant is suitable for the position?	
Additional comments or, if you prefer, please include a covering letter with any additional points not covered above that you feel may be appropriate.	



Signed:		Name:	
Position:		School/ Organisation:	
Date:		Contact Number:	

Please return to:

Bursars Department  
 Forres Sandle Manor School  
 Station Road  
 Fordingbridge  
 Hampshire  
 SP6 1NS

☎ 01425 653181

✉ [office@fmschool.com](mailto:office@fmschool.com)

Web: [www.fmschool.com](http://www.fmschool.com)

We would also ask that you put a signed hard copy in the post to us.

Many thanks for your time and consideration when completing this reference request.

***Equal Opportunities Policy.*** Forres Sandle Manor is an Equal Opportunities Employer. All decisions on recruitment are based solely on the merits and abilities of each applicant, regardless of sex, marital status, religion, colour, ethnic origin, race or disability.



FORRES SANDLE MANOR  
INDEPENDENT PREPARATORY SCHOOL  
INTERVIEW CHECK LIST

<u>Name of Applicant</u>	<u>Date of Interview</u>	<u>Post for which applied</u>
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Has each section of application form been completed?	
Has proof of qualifications been provided where appropriate (copies should be taken and kept on file)?	
Why did applicant leave previous position?	
Has the applicant adequately explained any time-gaps in his/her CV? Have these been verified?	
Have two or more written references been obtained – according to the school’s Policy for the Recruitment and Vetting of Staff?	
Have references been followed up by telephone for verification?	
Has the applicant confirmed that he/she is medically fit?	
Have other staff been directly employed in the selection procedure? If so, who?	

<b>SUMMARY</b>	
Application Form	
Attitude to staff	
Attitude to children (for teaching/care staff)	
Quality of Lesson (if taken)	
Manner/Appearance	
<u>Other</u>	

DBS Documents Required: Passport and/or Photo card drivers licence AND a utilities bill confirming the applicants current address. If one of a passport or photo-card drivers licence is not available then ONE of the following must also be provided: driver’s licence, marriage certificate, birth certificate. Copies are not acceptable other than to keep on file for future reference.



FORRES SANDLE MANOR  
INDEPENDENT PREPARATORY SCHOOL

RECRUITMENT PROCESS  
NEW STAFF INDUCTION CHECK LIST

<ul style="list-style-type: none"> <li>Name of Employee:</li> <li>Appointment Title:</li> <li>Assumption Date:</li> </ul>	
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This induction pack has been designed to collate all the information that Forres Sandle Manor requires from every new starter, regardless of post. The below items need to be completed and/or signed and returned to the Bursary at your earliest convenience:

<ul style="list-style-type: none"> <li>Job Application</li> <li>Personal Data Summary</li> <li>Medical Questionnaire</li> <li>Food Allergy Declaration</li> <li>P46</li> <li>DBS Disclosure Application</li> <li>Pre-DBS Risk Assessment</li> <li>Acceptable Usage of FSM's IT System (E-Safety)</li> <li>Data Protection Memo</li> <li>Pension Letter/Aegon Forms (Non-Teaching Staff Only)</li> <li><i>FSM also requires a copy of your CV, copies of qualifications relevant to your post, and a copy of your passport to go into your confidential HR folder.</i></li> </ul>	
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Please read through the below attachments carefully, and sign and date in the adjacent box to state that you have read and understood the enclosed information.

Topic	Signature	Date
• FSM Child Protection Policy		
• FSM Safeguarding Policy		
• KCSIE Document		
• FSM Staff Code of Conduct		
<u>Health &amp; Safety Information Sheets</u>		
<ul style="list-style-type: none"> <li>Health &amp; Safety at Work</li> <li>Slips, Trips &amp; Falls</li> <li>Manual Handling</li> </ul>		
• Fire Safety Training (CD ROM)		

# Risk Assessment Form (if Conviction on DBS Form)

Annex E

Name of Applicant:		Position applied for:	
<b>Considerations</b>			
Is Applicant debarred or disqualified from working with children?	<i>If so, it is an offence for persons banned from working with children to apply to work with children. You should inform the Police, DBS and/or the DfES Children's Safeguarding Operations Unit (formerly the Teacher's Misconduct Team).</i>		
Type of offence/sentence given:	<i>Is the caution/conviction a "one off" or are there several? Are the cautions/convictions of a similar nature? Is the context behind the offence cause for concern (e.g. Was the conviction for an act of "self-defence" or a premeditated act)?</i>		
Date of offence:	<i>Was the Applicant a juvenile or adult at the time of the caution/conviction? How long ago was the caution/conviction awarded?</i>		
Relevance to position applied for:	<i>Is the caution/conviction relevant to the role which will be undertaken? Does the position involve face to face contact or contact via ICT that may occur on more than one occasion?</i>		
Level of accountability/responsibility:	<i>What level of supervision will the Applicant receive? Is the Applicant likely to be placed in circumstances similar to those in which he previously offended?</i>		
Applicant's attitude to the offence:	<i>Does the Applicant show remorse? Does the Applicant take responsibility for the offence and recognise the harm that he/she caused?</i>		
Mitigating circumstances:	<i>Were there particular personal circumstances at that time which led to the offence (e.g. Financial hardship, dysfunctional family) which have now changed?</i>		
Risk before precautions/controls High/medium/low <i>(Please explain the reasons for your decision)</i>	Minimise risk by <i>(Describe precautions/controls):</i>	Residual risk after controls are in place High/medium/low <i>(Please explain the reasons for your decision)</i>	
<b>Decision:</b>			
<b>The Applicant will not be appointed</b> <input type="checkbox"/>	<b>The Applicant will be appointed</b> <input type="checkbox"/>	<b>The Applicant will be appointed subject to the following conditions</b> <input type="checkbox"/>	
<i>Conditions of appointment:</i>			
Assessed by: Print name:		Signature:	Date assessed:
Job title:			
Assessed by: Print name:		Signature:	Date assessed:
Job title:			



**PRE-DBS RISK ASSESSMENT**

A Pre-DBS Risk Assessment applies to members of staff who begin employment at Forres Sandle Manor (FSM) **before** their enhanced DBS has been received by FSM. This is only appropriate in the event of a delay, or at the Head’s discretion, and only when a DBS application has been made in advance, and a satisfactory check of the Children’s Barred List has already been made. When this occurs FSM requires the member of staff in question to sign that they have read and understood the following statements:

**I understand:**

- That I will be fully supervised at all times until a satisfactory Enhanced DBS has been received, and not given any unsupervised access to pupils until then.
- The safeguards that have been put in place.
- I will be expected to sign a fresh Pre-DBS Risk Assessment every 2 weeks until a satisfactory Enhanced DBS has been received.
- My appointment will not be officially confirmed until a satisfactory Enhanced DBS and at least two satisfactory references have been received.
- I understand the Designated Safeguarding Lead (DSL) for FSM is Mrs Judy Cochand, Deputy Head (Pastoral), and how to contact her should an issue arise.
- I will not be allowed to be resident, even in a temporary capacity, at FSM until a satisfactory Enhanced DBS has been received.
- I have read and understood the *Keeping Children Safe in Education (KCSIE)* document and the Staff Code of Conduct.

Employee Name .....

Appointment Title .....

Date .....

Signature .....

Head of Department .....

Date .....

Signature .....