

Hollywood Primary School

A Rights Respecting School



Safer Recruitment Policy



Reviewed/Approved December 2018

Review date December 2019

Safer Recruitment Policy

The Governors of Hollywood Primary School have adopted this safer recruitment policy in accordance with statutory guidance.

Introduction

Hollywood Primary school emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with the school Safeguarding Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the guidance provided by the Department for Education (DfE) in 'Keeping Children safe in Education' (KCSIE) re-issued September 2018. In order to help safeguard and promote the welfare of all pupils, the school is committed to a thorough and consistent Safer Recruitment Policy and practice. The purpose of this policy is to ensure the practice of safer recruitment of staff appointed to Hollywood Primary School. It also sets out the minimum requirements to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants unsuitable to work with children
- Identify and reject applicants unsuitable to work with children.

Aims:

This policy is designed to facilitate good recruitment and selection practice and ensure the school meets all legal requirements and best practice towards the safeguarding of children in the school.

The policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal or familial relationship with and applicant then they are required to declare this as soon as they are aware of the individual's application.

Recruitment and selection process:

Vacancy, Job Description and Person Specification

Once a vacancy is identified a Job Description and Person Specification are produced.

Advertising:

Vacancies at Hollywood Primary School are advertised through a variety of media. All advertisements we publish state: 'Hollywood Primary School are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.' The successful applicant will be subject to an enhanced DBS check.'

Where we use supply agencies we obtain written confirmation from them that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.

When candidates contact us for application packs their attention is specifically brought to our safeguarding policy at this, their first contact with school.

Pre – Application Pack

Prospective applicants are supplied with the following:

- Application Form
- Childcare disqualification form ([Appendix F](#))
- DBS Enhanced disclosure requirement list of required documents
- Equal opportunities monitoring form
- School information and setting (see website)
- Recruitment timeline
- Job description / person specification
- Safer Recruitment Policy
- Safeguarding Policy

All applicants must complete the application form in full.

Application Form

All candidates are required to complete in full ([Appendix A](#)). We require information on a full academic and employment history; suitability for the role; referees; a declaration about Criminal Records Checks and the DBS children's barred list and a declaration of eligibility to work in the UK. We also state here that the provision of any false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DBS.

The application front form page has clear explanatory notes to facilitate the completion of the form correctly and to provide the necessary legal information. We also explain clearly the pre-appointment checks upon which any offer of appointment is conditional.

Upon receipt each application is checked for anomalies, discrepancies and unexplained gaps in employment history to be addressed, before shortlisting takes place. Applications are shortlisted by the recruitment panel.

References

References are taken up immediately and sought directly from the referee. We state on our application form that we contact referees prior to the interview process. A copy of our reference questionnaire template is in [Appendix B](#). References provided by the candidate are not accepted. Open references 'To whom it may concern' and so on will not be accepted and all references must be dated.

In all cases where an applicant is invited for interview, referees will be contacted by telephone, email or post in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personnel file of the individual appointed. In some cases previous employers who have not been named as referee will be contacted in order to clarify anomalies or discrepancies and again a detailed written note of such an exchange will be retained on the personnel file of the individual appointed.

If a reference is outstanding after the interview [Appendix C](#) must be completed by the office and Head Teacher. The Head Teacher must approve outstanding references and give the office a start date for the employee.

NO ONE CAN START EMPLOYMENT WITHOUT APPROVED REFERENCES BY THE HEAD TEACHER. ([Appendix C](#))

Some staff may start without a DBS if a risk assessment is completed e.g. Lunchtime Supervisor to shadow colleague.

Interview

All candidates are asked to bring with them proof of their identity, right to work in the UK and their qualifications. ([see Invitation to interview letter – Appendix D](#)). Only original documents are accepted and photocopies of these are taken and kept by the school. Such documentation for unsuccessful applicants will be destroyed at the end of the recruitment process.

The interview process will seek to assess candidates in terms of whether their appointment would be in line with safer recruitment and fulfil the requirements of the post. A competency – based interview will be conducted, with evidence gathered against both the technical and behavioural competencies that are most relevant for that post.

Significantly, in terms of safer recruitment practices, at least one representative involved in the interview process, will have successfully completed the safer recruitment training and conduct a probing safer recruitment interview. (see Training Log)

Candidates will always be required to:

- Explain satisfactorily any gaps in employment or significant periods of time of working or living abroad;

- Explain satisfactorily any anomalies or discrepancies in the information available to the interviewers:
- Declare any information that is likely to appear on an enhanced DBS disclosure:
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

Interview notes are collated, along with feedback from observations of lessons etc. The recruitment panel will then decide on the successful applicant.

The successful applicant is contacted by the Head Teacher and once the position has been accepted the other candidates are informed.

Offer of Appointment

A conditional offer of appointment is made verbally and in writing to the successful candidate (see [Appendix D2](#)). The offer is made subject to:

1. Verification of the candidate's identity.
2. Production of proof of eligibility to work in the UK
3. Completion of disqualification by association form (see [Appendix F](#))
4. Receipt of at least 2 references satisfactory to the school (if not already received).
5. Verification of identity and qualifications
6. A barred list check.
7. Satisfactory DBS certificate at the enhanced level.
8. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with statutory guidance.
9. A satisfactory check of relevant regulatory body sanctions, for example prohibition orders (for both teaching and management roles) as imposed by the Department of Education, QTS status etc.
10. Verification of qualifications.
11. Medical fitness for the role and duties.
12. The entries on the application form proving to be complete and accurate.

All of the above are listed on the candidates personal file, held in the main office and verified by dated signatures as each is completed. Once all requirements have been met the Head Teacher will decide upon a start date.

The requirement from January 2016, with Employer Access on-line now allows schools to identify teacher restrictions imposed by other European Economic Area authorities (EEA) in addition to the normal prohibition checks. A separate sanction list was added February 2016 and KCSIE was updated to reflect this.

The office manager is responsible for ensuring ([Appendix E](#)) the recruitment checklist is completed and returned to the new employee's personal file.

Starting Employment / Induction

All new staff are required to undertake a period of induction. The Head Teacher will allocate them with a mentor who will ensure the induction process is completed. A copy of the Induction Checklist ([See Appendix G](#)) is to be kept in the employee's personal file. This will include the following:

- Complete Hays online safeguarding training.
- Safeguarding meeting with DSL to go through policy and procedures.
- Medicine induction

All policies must be signed for as part of the induction policy.

Record keeping – Single Central record

All required employee information is recorded on the Staff Appointment Checklist ([Appendix E](#)) which is completed by the office and the original kept on the employee's personal file. The information on these sheets is transferred to The Single central Record. This is a record of recruitment and vetting checks. Details are kept on all employees who are employed to work at the school, and all who are employed as supply staff. This also includes a record of all centrally employed Staff, Volunteers, students, Governors and students.

Hollywood Primary School will:

- Maintain a single central record of recruitment and vetting checks in line with statutory requirements.
- Require staff who are convicted or cautioned for any offence during their employment with the school to notify the Head teacher in writing of the offence and penalty.
- Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure, in line with school policy.

The school will monitor the compliance with these measures and:

- Respond to changes in legislation required to ensure the safeguarding of children
- Review policy and practice in light of developments
- Carry out an annual review of this policy (or more frequently if there are key changes in legislation).

In addition to the various staff records kept in school and in individual personnel files, a single central record of vetting checks is kept with the Office Manager with the governing body and Head Teacher having overall responsibility for undertaking regular audits.

This record contains details of checks for:

- All staff who are employed to work at the school
- All others who have been chosen by the school to work in regular contact with the children. This will cover volunteers, Governors, who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach, peripatetic staff, agency and cover staff, as well as Teaching Students.
- All visiting speakers will be given a copy of the No Platform Policy

Agency Staff and Contractors

Contractors engaged by the school must complete the same checks as employed staff. The school requires confirmation that these checks have been completed before employees of the contractor can commence work at the school.

Agencies who supply staff must also complete the pre – employment checks which all employees complete. Again the school requires confirmation that these checks have been completed before an individual can commence work.

Volunteers

The school will request an enhanced DBS disclosure and children's barred list information on all volunteers undertaking regulated activity with children. ([see Appendix B2](#))

Volunteers are also expected to provide two character references which will be approved by the Head Teacher ([see Appendix C](#)). It is the responsibility of the member of staff organising the volunteer to ensure references are obtained, checked and signed off by the Head Teacher.

These references are to be filed with the employee Personal files in the volunteer section. The Single central record is to be completed with their details and the childcare disqualification form to be completed before commencing. Volunteers cannot commence activity until DBS certificate has been received along with references and safeguarding training. The Head Teacher is responsible for approving a start date.

All volunteers have a mentor/person to report to. It is the responsibility of this person to complete the induction checklist ([see Appendix G](#)).

Volunteers cannot commence activity until they have a DBS certificate, 2 character references and have received safeguarding training.

All policies must be signed for as part of the induction policy.

Visitors/speakers/clubs

All visitors must sign in and wear a badge/sticker. All visitors must provide photographic ID. Visiting clubs, speakers etc are given a copy of the safeguarding policy and the No platform Policy. They sign a receipt to say they have received these and been made aware of school safeguarding procedures.

All policies must be signed for as part of the induction policy. ([Appendix G](#))

Work Experience

Under 16's completing work experience must provide 2 character references to be checked by the person responsible for students. These references are to be filed with the employee Personal files.

Work experience pupils cannot commence activity until 2 character references have been obtained and safeguarding training has taken place. It is the responsibility of the person organising work experience to ensure the Induction form is completed and filed in the office with the employee files. ([see Appendix G](#))([Appendix C](#))

All policies must be signed for as part of the induction policy.

Teaching Students

The person in charge of organising students must ensure the following:

- All teaching students have a DBS and their details are recorded on the Single Central Record
- A safeguarding meeting is held with the DSL

Students cannot commence activity until all the above have taken place. The induction process is the responsibility of the person organising students. A copy of the induction form ([see Appendix G](#)) is to be filed in the employee files in the main office.

All policies must be signed for as part of the induction policy.

Lettings

See lettings policy

Lettings procedures must be followed ([see Appendix L](#))

This is to be signed by the organisation that are using the school facilities.

They sign a transfer of agreement and meet with the DSL for a safeguarding discussion.

It is the responsibility of the office manager to ensure the induction is complete and a copy of the induction form filed in the main office.

Leaving employment

There is a statutory requirement for the provision of the Protection of Children Act and appropriate DBS checks to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances where dismissal or where disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to:

The Disclosure and Barring Service,
PO Box 181
Darlington
DL1 9FA

Data protection Issues

Employees are entitled to see and receive, if requested, copies of their employment references. Further disclosed information will be treated in confidence and not used against the applicants unfairly, including adherence to the DBS Code of Practice (www.gov.uk).

FOR OFFICE USE
Date sent out:
Date returned:
Application no:
Closing date:



Teaching job application form

APPENDIX A

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

This school is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

It is important that you refer to the [Guidance Notes](#) before completing this form.

Electronic versions of this form are available at www.birmingham.gov.uk/jobs

This form is also available in large print, Braille or on audio tape on request.

1. VACANCY DETAILS

Position Applied For:

School/Establishment:

Please enter phase/s you wish to teach

Nursery: Reception: KS1: KS2: KS3: KS4:

Special:

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. (Please give details below.)

2. PERSONAL DETAILS

First Name(s):

Last Name:

Any Previous Name/s:

Date of birth:

Daytime Tel:

Evening Tel:

Mobile Tel No:

Email Address:

Address:

Postcode:

Correspondence Address if different from :

Postcode:

Telephone:

Do you have the right to work in the UK?

Yes: No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Teacher Reference Number:

National Insurance Number, if you have one:

Do you have QTS, including skills test if qualified post 2004?

Yes: No:

Are you related to or do you have a close relationship with: A Birmingham Councillor; Birmingham School Governor; an employee of the school to which you are applying, or an employee of Birmingham City Council?

Yes: No:

If yes, please provide details:

Name:

Relationship:

Position:

Department:

Do you wish to job share the position you are applying for?

Yes: No:

3. RETIREMENT/DISMISSAL

Are you in receipt of a Teachers' Pension?

Yes:

No:

If yes, state date effective from and the type of pension you are receiving? *i.e. Actuarially Reduced Benefits,*

Age, Phased, Premature or Ill Health retirement:

Have you ever been dismissed from a school for misconduct?

Yes:

No:

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

Have you ever been dismissed for misconduct from a Birmingham City

Council Department?

Yes:

No:

If yes, date:

Name of Department:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

(Please be assured that providing this information will not necessarily bar you from employment)

4. STATUTORY INDUCTION

Did you gain QTS after May 1999? If yes, where was the induction served?:

Between what dates did you serve your induction?:

Did you pass the induction?..... Yes:

No:

Do you have any period left to serve on your induction?..... Yes:

No:

If yes, how much longer have you got to serve?:

If not complete, please attach copies of your induction reports for the period served.

5. EDUCATION/QUALIFICATIONS IN FURTHER/HIGHER EDUCATION (MOST RECENT FIRST)

From		To		Cert, Diploma, Degree, Higher Degree, etc.	Awarding body	Class/Div obtained	Date gained/expected
Mth	Yr	Mth	Yr				

6. EDUCATION/QUALIFICATIONS IN SECONDARY (MOST RECENT FIRST)

From		To		Name of school / college	Subjects	Type of exam	Awarding body	Grade	Date gained
Mth	Yr	Mth	Yr						

7. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

From		To		Employer	Job Title	Reason for change
Mth	Yr	Mth	Yr			
						(Also include here your current / most recent salary)

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8. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (MOST RECENT FIRST)

Year	Organising body	Course title	Length of course

NPQH Award..... Yes: No: Date of Award:

9. ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview

and or/work based exercise? Yes: No:

If Yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

10. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Head teacher applicants from maintained schools should provide the name of a senior officer

designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address: **Postcode:**

Telephone Number:

Email:

Fax Number:

Relationship to You:

Name:

Address: **Postcode:**

Telephone Number:

Email:

Fax Number:

Relationship to You:

11. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(No more than 3 sides of A4 paper in total)

11.OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION CONTINUED

12. DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to the

Teaching Agency, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by the my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

13. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Signature:

Date:

Print Name:

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

14. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

From 29 May 2013, certain old and minor offences are being filtered from DBS Certificates.

The filtering rules (which will remove certain old and minor convictions and cautions from a DBS Certificate) were developed by the Home Office and Ministry of Justice and introduced with new legislation.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service Website – www.gov.uk

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box.

Having a criminal conviction will not necessarily bar you from employment.

15. RETURN ADDRESS

Please return to:

For School Use Only:

Please ensure that completed applications for successful candidates are returned via the new starter form on the Schools HR Portal.

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

GENDER

I am: Female Male

Date of Birth: Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

British Irish Gypsy or Irish Traveller

Albanian

Any other White background, please indicate:

B Mixed

White/Black – Caribbean White/Asian White/Black – African

Black/Asian

Any other mixed background please indicate:

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi Chinese

Any other Asian background, please indicate:

D Black or Black British

Caribbean African

Any other Black background, please indicate:

E Other ethnic group

Arab Kurdish Vietnamese

Any other please indicate:

Not disclosed

DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes: No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

EMPLOYMENT STATUS

Are you currently employed by Birmingham City Council? Yes: No:

Are you currently employed by a school in Birmingham? Yes: No:

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes: No:

WHAT IS YOUR SEXUAL ORIENTATION?

Bisexual Lesbian or Gay Heterosexual Not Disclosed

RELIGION

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist Hindu Jewish Muslim Sikh

No religion Not disclosed Other - please specify:

JOB ADVERTISEMENT

How did you first find out about this job? Please specify the source or publication.

Teacher Vacancy Bulletin Birmingham City Council Website Jobsgopublic

- WMJobs.co.uk TES on-line TES printed publication
- Guardian Jobs4U jobs bulletin Website, other (please specify)
- Professional Journal (please specify) Other Newspaper (please specify) Radio
- (please specify) Birmingham Evening Mail Word of Mouth
- Careers/open day (please specify) Jobcentre Plus Search Consultant
- Other (please specify):

School Support Staff job application form

FOR OFFICE USE
Date sent out:
Date returned:
Application no:
Closing date:

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

This school is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

It is important that you refer to the [Guidance Notes](#) before completing this form.

This form is also available in large print, Braille or on audio tape on request.

12. VACANCY DETAILS

Job title:

School/Establishment:

13. PERSONAL DETAILS

First Name(s):

Last Name:

Any Previous Name/s:

Date of birth:

Address:

Postcode:

Daytime Tel:

Evening Tel:

Mobile Tel No:

Email Address:

Please indicate if you are happy to receive correspondence via your email address.

E.g. invite to interview letter

Yes:

No:

National Insurance Number, if you have one:

Do you have the right to work in the UK?

Yes:

No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job)

Yes:

No:

3. GENERAL INFORMATION

Are you related to or do you have a close relationship with: A Birmingham Councillor; Birmingham School Governor; an employee of the school to which you are applying, or an employee of Birmingham City Council? Yes: No:

If yes, please provide details:

Name:

Position:

Relationship:

Directorate:

Do you wish to job share the position you are applying for?

Yes:

No:

4. ARRANGEMENTS FOR INTERVIEW

If you have a disability, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes:

No:

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tapes, etc.)

5. EDUCATION/QUALIFICATIONS (start with secondary first)

From		To		Secondary school/College/University, etc.	Examinations taken or to be taken	Results and Grades	Date gained
Mth	Yr	Mth	Yr				

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6. TRAINING (most recent first)

Year	Organising body	Course title	Length of course

7. MEMBERSHIP

Please indicate membership of any organisation/s relevant to this position

Name of organisation

Type of membership

Date of membership

8. PAST EMPLOYMENT & EXPERIENCE – (most recent first)

Please complete the following, in full chronological order, starting with your current employment/experience. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Please also include any breaks in employment history together with the reason for the break.

10. ILL HEALTH RETIREMENT/DISMISSAL

Have you ever taken ill health retirement from Birmingham City Council?

If yes, date:

Name of Department:

Yes:

No:

Have you ever been dismissed from a school for misconduct?

Yes:

No:

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

Have you ever been dismissed for misconduct from a Birmingham City Council Department?

If yes, date:

Name of school and LA:

Yes:

No:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

(Please be assured that providing this information will not necessarily bar you from employment)

11. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher or appropriate line manager. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address:

Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

Name:

Address:

Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(No more than 3 sides of A4 paper in total)

12. DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

13. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Signature:

Date:

Print Name:

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

14. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

From 29 May 2013, certain old and minor offences are being filtered from DBS Certificates.

The filtering rules (which will remove certain old and minor convictions and cautions from a DBS Certificate) were developed by the Home Office and Ministry of Justice and introduced with new legislation.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service Website – www.gov.uk

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked ‘Private and Confidential’ and tick this box.

Having a criminal conviction will not necessarily bar you from employment.

15. RETURN ADDRESS

Please return to:

For School Use Only:

Please ensure that completed applications for successful candidates are returned via the new starter form on the Schools HR Portal.

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

GENDER

I am: Female Male

Date of Birth: Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

British Irish Gypsy or Irish Traveller
 Albanian

Any other White background, please indicate:

B Mixed

White/Black – Caribbean White/Asian White/Black – African
Black/Asian

Any other mixed background please indicate:

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi Chinese

Any other Asian background, please indicate:

D Black or Black British

Caribbean African

Any other Black background, please indicate:

E Other ethnic group

Arab Kurdish Vietnamese

Any other please indicate:

Not disclosed

DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes: No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

EMPLOYMENT STATUS

Are you currently employed by Birmingham City Council? Yes: No:

Are you currently employed by a school in Birmingham? Yes: No:

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes: No:

WHAT IS YOUR SEXUAL ORIENTATION?

Bisexual Lesbian or Gay Heterosexual Not Disclosed

RELIGION

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist Hindu Jewish Muslim Sikh

No religion Not stated Other - please specify:

JOB ADVERTISEMENT

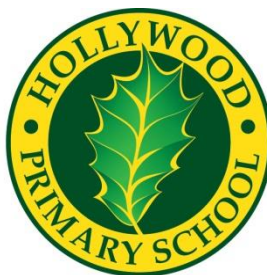
How did you first find out about this job? Please specify the source or publication.

Schools Support Staff Bulletin Jobs4U Bulletin Birmingham City Council

Website

- WMJobs.co.uk TES website TES printed press
- Website, other (please specify) Professional Journal (please specify)
- Birmingham Evening Mail Other printed media (please specify) Radio (please specify)
- Word of Mouth Careers/open day (please specify) Jobcentre Plus
- Search Consultant Other (please specify):

APPENDIX B



Headteacher: **Mr. S. Dix**
e-mail: dix@hollywood.bham.sch.uk

Hollywood Primary School
Pickenham Road
Hollywood
Birmingham B14 4TG

Telephone:
0121 675 7711
Facsimile:
0121 675 6299

Sue Luton – Brown
Senior Office manager

Date

Address of referee

Reference Request for: Name of candidate

The candidate named above has applied for the position of **position** at Hollywood Primary School and has given your name as a referee. A copy of the Job Description and Person Specification for the particular role has been enclosed.

I would be very grateful if you could answer the questions on the attached form, then sign, date and scan and email it directly to s.luton-brown@hollywood.bham.sch.uk (you will have to save the form before completeing it).

This reference is required as part of our commitment to robust safeguarding practices and policy; referees are reminded that they have a responsibility to ensure that all information provided is accurate and does not contain any material misstatement or omission. Any information you give will be treated in strictest confidence and relevant factual content of the reference may be discussed with the applicant.

Many thanks in advance for your help.

Yours sincerely

Sue Luton-Brown
Senior Office Manager

Enclosed: Reference form, job description and Person Specification.

APPENDIX B

Hollywood Primary School

REFEREE REQUEST FORM

Please answer every question fully. The reference should be accurate and not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant.

Please note that should the applicant be appointed to the post, they will have access to the reference provided in accordance with the DATA PROTECTION ACT 1988/The Authority's policy on personal records and files.

PRIVATE AND CONFIDENTIAL

POST APPLIED FOR:	
	REFEREE DETAILS
REFEREE NAME:	
CONTACT TELE. NO:	
RELATIONSHIP WITH CANDIDATE:	
	REFERENCE FOR
CANDIDATES NAME:	
CANDIDATES ADDRESS:	
	EMPLOYED BY (current or most recent employer)
NAME OF ORGANISATION:	
PERIOD OF EMPLOYMENT:	
JOB TITLE: (current or at time of leaving)	
SALARY: (current or at time of leaving)	
REASON FOR LEAVING: (where known)	

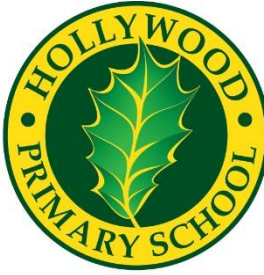
<p>Would you please comment on the following:</p> <p>1: The candidate's ability to form and maintain appropriate relationships.</p> <p>2: The candidate's emotional resilience to challenging behaviour.</p> <p>3: The candidate's attitude to the use of authority and maintaining discipline.</p>	
	SICKNESS
<p>1: Details of sickness absence during the last 12 months of employment.</p>	<p>Dates absent through sickness:</p>

Name: _____ (Print)

Signed: _____

Date: _____

APPENDIX B2



Headteacher: **Mr. S. Dix**
e-mail: dix@hollywood.bham.sch.uk

Hollywood Primary School
Pickenham Road
Hollywood
Birmingham B14 4TG

Telephone:
0121 675 7711
Facsimile:
0121 675 6299

Date

Dear Name

Re: Name

Name has requested to become a volunteer reader at our School. The role includes hearing children read, reading aloud to them, encouraging reluctant readers and supporting developing reading skills.

You have been named as someone that can provide a character reference for **name**. Please can you respond at your earliest convenience so that **Name** can begin her volunteering at Hollywood School?

If you need further information, please feel free to contact me at name@hollywood.bham.sch.uk or contact the school office on 0121 675 7711.

Many thanks,

Name

Designation

Hollywood Primary School

APPENDIX C

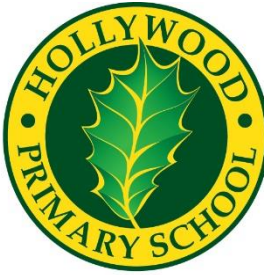
Reference Check Form – Hollywood Primary School

Applicants name	Job Title	
Reference 1 Received (tick box and date)		Date
Reference 2 Received (tick box and date)		Date
<u>Head Teacher Comments (if applicable)</u>		
Reference 1 approved by HT (tick box)		Signed (HT)
Reference 2 approved by HT (tick box)		Signed (HT)
Head Teacher allocate start date:	Start Date:	
Induction Mentor Assigned (tick box)		Name of Mentor:

Reference Check Form – Hollywood Primary School **for Volunteers**

Applicants name		Job Title	
Reference 1 Received (tick box and date)			Date
Reference 2 Received (tick box and date)			Date
<u>Head Teacher Comments (if applicable)</u>			
Reference 1 approved by HT (tick box)			Signed (HT)
Reference 2 approved by HT (tick box)			Signed (HT)
Head Teacher allocate start date:		Start Date:	
Induction Mentor Assigned (tick box)		Name of Mentor:	
DBS arranged with office			

APPENDIX D



Headteacher: **Mr. S. Dix**
e-mail: dix@hollywood.bham.sch.uk

Hollywood Primary School
Pickenham Road
Hollywood
Birmingham B14 4TG

Telephone:
0121 675 7711
Facsimile:
0121 675 6299

Date

Address of Applicant

Dear **Name of applicant**

Thank you for taking the time to complete an application form for the post of **name of post** at Hollywood Primary School.

I am pleased to invite you to an interview on **Date** at Hollywood Primary School.

The Interviewing process will comprise of:

INSERT DETAILS

Enclosed is the necessary paperwork to help you prepare.

You will also find enclosed in your application pack:

- Application form
- Childcare disqualification form (to be completed and brought to interview)
- Equal opportunities monitoring form
- School information and setting
- Recruitment timeline
- Job description
- Person specification
- Safeguarding policy
- Safer recruitment policy

You must complete the application form in full.

You must also bring the following documents as per our safer recruitment policy. Only original documents will be accepted. Copies will be taken and kept for the successful applicant and destroyed for unsuccessful applicant:

- Photographic proof of identity
- Right to work in the UK evidence
- Qualifications.

If you are unable to attend please inform the school, otherwise I look forward to meeting you.

Many Thanks

Simon Dix
(Head Teacher)

APPENDIX D2



Headteacher: **Mr. S. Dix**
e-mail: dix@hollywood.bham.sch.uk

Hollywood Primary School
Pickenham Road
Hollywood
Birmingham B14 4TG

Telephone:
0121 675 7711
Facsimile:
0121 675 6299

Date
Name
Address of applicant

Dear Name,

Thank you for attending for interview on **Date**. I am pleased to confirm that we would like to offer you the **position** of position at Hollywood Primary School with a start date of **Date**.

Enclosed with this letter is a Health Screening form and a bank mandate form both of which should be returned to the school office at your earliest convenience.

You will in due course be sent a confirmation letter of appointment and contract from Birmingham City Council – one copy of which you will need to return to H.R. and the other to keep for future reference.

Should you have any queries, please do not hesitate to contact either myself or the office and we will do our best to help.

May I take this opportunity on behalf of everyone at Hollywood to welcome you to our staff and look forward to working with you.

Yours sincerely,

Simon Dix

Headteacher.

Encs.

APPENDIX E

Staff Appointment Checklist

Name: _____

Post: _____

Date of Appointment: _____

	Date	Initials	Comments
Application Form			
Referee 1			
Date requested			
Written reference received			
Contacted to verify references			
Referee 2			
Date requested			
Written reference received			
Contacted to verify references			
Interview:			
Identity checked			
Qualifications checked			
Immigration Status checked			
Medical fitness declaration checked			
Interview notes			
Before appointment			
Issue of conditional offer			
Issue of conditional offer letter sent			
Enhanced DBS			
Prohibition Order			
Signed offer letter received by school			
Childcare disqualification signed and filed			
Bank Mandate Form			
Signed to acknowledge			
Safeguarding and Child Protection Policy			

APPENDIX F

Childcare (Disqualification) Regulations 2009

The legal duty to conduct checks on persons in schools

1. New requirements:

1.1 The Department for Education has recently issued supplementary advice to its *'Keeping Children Safe in Education'* guidance

(<https://www.gov.uk/government/publications/keeping-children-safe-in-education>)

explaining the Childcare (Disqualification) Regulations 2009

(<http://www.legislation.gov.uk/uksi/2009/1547/contents/made>) apply to relevant persons

(see definitions below) in schools.

1.2 The supplementary advice explains that:

- ③ the checks required by the Regulations should be undertaken with all relevant persons, i.e. those currently with the school and those new to the school;
- ③ the law prohibits anyone who is disqualified under the Regulations, **or who lives in the same household as another person who is disqualified or in a household in which any such person is employed**, from undertaking relevant work in a relevant setting, including a school; and
- ③ a disqualified person can ask Ofsted to waive their disqualification to enable them to undertake relevant work.

1.3 During school inspections, it is likely that Ofsted will ask whether the required checks have been undertaken. Therefore, any results generated by these checks should be recorded alongside the others conducted by the school in the Single Central Record form; to assist a new column has been added to the Local Authority's template.

2. Who must be checked? (Definitions: relevant person, work and setting.)

2.1 'Relevant person' – This includes all employees, governors, volunteers, agency workers and other providers of services, whether currently with the setting or a new appointment, undertaking relevant work in a relevant setting.

2.2 'Relevant work' – Working in connection with any early years care or childcare for children in later years, i.e. below the age of 8, or being directly involved in the management of such provision.

2.3 'Relevant setting' – This includes nursery and Key Stage 1 classes in schools, any provision that involves caring for children who are not registered pupils of the school and before & after school clubs, regardless of the type or phase of school in which those activities take place.

Therefore, as the Regulations use the phrase ‘in connection with’, these rules are likely to apply to everyone in nurseries and primary schools, because they are unlikely to work exclusively with children aged 8 and over, but secondary schools that provide childcare for children aged under 8 can limit their checks to relevant persons performing relevant work.

3. Who is disqualified?

3.1 A person is disqualified if any of the following apply:

- The person is the subject of an Order, direction or similar in respect of childcare, including orders made in respect of his or her own children;
- Registration has been refused or cancelled in relation to childcare, children’s homes or private fostering;
- The person has been cautioned for, or convicted of certain violent or sexual criminal offences against adults and any offences against children (these are listed in the Childcare Disqualification Regulations <http://www.legislation.gov.uk/ukxi/2009/1547/contents/made> and include similar offences committed abroad); or
- The person lives or works in the same household as another person who is disqualified. This means that the other person has an order, restriction, conviction, caution etc. as set out in the Regulations; the person working in the school then becomes disqualified by association.

NB: A full list of disqualifications is available in the Regulations and the guidance.

4. Action Required:

4.1 All ‘relevant persons’ in the school must be:

- supplied with a copy of the guidance, which explains when a person is disqualified under the Regulations; and
- asked to complete a declaration form, as soon as possible, stating that they are not disqualified and that, to their knowledge, a disqualified person does not live or work in their household (a Model Declaration Form is enclosed).

NB: Schools must obtain written confirmation from supply agencies that they have undertaken these checks for agency workers supplied to the school.

4.2 All new appointments, including new volunteers, must complete a declaration form and their Disclosure and Barring certificates should be checked against the list of offences in the Regulations.

4.3 All records, documents and information associated with these checks must be stored securely and in accordance with the Data Protection Act 1998; and

4.4 If anyone is identified as being a disqualified person under the Regulations, the school must ensure that they are immediately removed from the relevant setting, taking advice from Employee Relations on how to do this, and then ensure that the

matter is reported to Ofsted as soon as possible, but no later than 14 days after the school should have known about their status.

FURTHER ADVICE AND INFORMATION:

The Employee Relations Consultants are available to provide schools with advice and assistance on how to comply with the guidance and the law, the feasibility of redeploying disqualified persons and how the disqualified person can apply to Ofsted for their disqualification to be waived.

CONFIDENTIAL DECLARATION FORM
CHILDCARE (DISQUALIFICATION) REGULATIONS 2009

SCHOOL: _____

Anyone who satisfies the definition of a disqualified person under the Regulations is prohibited from working in connection with any early years care, childcare for children in later years, i.e. below the age of 8, or from being directly involved in the management of such provision, unless they have applied for and been granted a waiver from Ofsted.

Therefore, the school is required ask all employees, governors, volunteers, agency workers and other providers of services, who work at the school in connection with this type of provision, to make a declaration about whether they are a disqualified person under the Regulations.

A person may be disqualified under the Regulations because:

- they have certain orders, directions or restrictions placed upon them in relation to children or childcare;
- they have been cautioned or convicted of certain offences; or
- a disqualified person lives or works in their household.

Therefore, before completing this declaration you **MUST** read the description of the circumstances that could mean that you are a 'Disqualified Person' provided in the Regulations and summarised in Department for Education's guidance entitled *'Keeping Children Safe in Education: Supplementary Advice – October 2014*.

ANYONE WHO FAILS TO COMPLETE AND RETURN THIS FORM MAY BE SUBJECT TO DISCIPLINARY ACTION AND WILL NOT BE PERMITTED TO CONTINUE WORKING IN THE SCHOOL.

Name: _____

Job Title or Role: _____

Section 1 – Orders or other restrictions	
Have any orders or other determinations related to childcare been made in respect of you?	YES/NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES/NO
Have any orders or other determinations been made which prevent you from being registered in relation to child care, children’s homes or fostering?	YES/NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in Schedule 1 of the Regulations? (for a link to the Regulations see above, or ask the school for a copy)	YES/NO
Are you barred from working with children by the Disclosure and Barring Service (known as DBS)?	YES/NO
Are you prohibited from teaching?	YES/NO
Section 2 – Specified and Statutory Offences	
Have you ever been cautioned, reprimanded, given a warning for, or convicted of:	
• Any offence against or involving a child (defined as a person under the age of eighteen)?	YES/NO
• Any violent or sexual offence against an adult?	YES/NO
• Any offence under the Sexual Offences Act?	YES/NO
• Any other relevant offence? (for a link to the Regulations see above or ask the school for a copy)	YES/NO
Have you ever been cautioned, reprimanded, given a warning for, or convicted of any similar offence in another country?	YES/NO
Section 3 – Disqualification by association	
To the best of your knowledge, is anyone in your household (this includes family, lodgers, house-sharers, household employees) disqualified from working with children under the Regulations, i.e. for any of the reasons set out in sections 1 and 2 above?	YES/NO

Section 4 – provision of information

If you have answered YES to any of the questions above you should provide details below. You may provide this information separately if you wish, but you must provide it without delay. Details, including copies, of the order, restriction, conviction, caution, etc. with date(s) and the relevant court(s) or organisation(s). For cautions or convictions a DBS certificate may be provided.

Section 5 – Declaration

In signing this form I confirm that the information provided is true to the best of my knowledge and that I will notify the head teacher immediately of anything that affects my suitability for work in the school, including any future cautions, warning, convictions, orders or other determinations made in respect of me or of a member of my household that would disqualify me from working with children.

Signature:

Date:

APPENDIX G

General Induction for Qualified Teachers

Name: _____

Date _____

Action	Person Responsible	Date Completed
Parking Instructions	Mentor	
Explanation of E-Portal/registers etc.	Year Group Partner	
Introduction to whole school planning	Year Group Partner	
Received safe guarding training	Meeting with Lead DSL	
Completed Hays Online Safeguarding Training	Lead DSL	
Familiarisation with ICT	Computing Leader	
IEPs	SEN Co-Ordinator Meeting	
CPD Policy to be explained	Mentor	
Fire Drill and Lock Down Procedures	Assistant Headteacher for Phase	
Meeting with Medicines in Schools/First Aid Co-Ordinator (First Aid equipment/Asthma/Care plans)	Medicines in Schools/First Aid Co-ordinator	
Set dates for meeting – Maths & English, SEN and BECO (within first month)	Assistant Head Teacher for the Phase	

ICT lead to organize receipt of laptop, email address, passwords and photocopier code.	Computing Leader via Assistant Heads	
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Induction for Lunchtime supervisors

Name: _____ Date _____

Action	Person Responsible	Date Completed
Tour of School	Senior Supervisor	
Explanation of absence procedures	Senior Supervisor	
Medical instruction	Medicines lead	
Explanation of roles around school	Senior Supervisor	
Received safeguarding training	Meeting with Lead DSL	
Completed Hays Online Safeguarding Training	Lead DSL	
Allocation of Performance Management Leader – Time and date arranged to set targets	Senior Supervisor	
Received fob, identification badge and explanation of signing in procedures.	Office Manager / Senior Supervisor	
Fire Drill and Lock Down Procedures	Senior Supervisor	
Meeting with Medicines in Schools/First Aid Co-Ordinator (First Aid equipment/Asthma/Care plans)	Medicines in Schools/First Aid Co-ordinator	
Organise Passwords and logins for: Hays Office 365	Computing Leader	
Uniform received	Senior Supervisor	

General Induction for NQT's

Name: _____ Date _____

Action	Person Responsible	Date Completed
Parking Instructions	Mentor	
Explanation of E-Portal/registers etc.	Year Group Partner	
Introduction to whole school planning	Year Group Partner	
Received safe guarding training	Meeting with Lead DSL	
Completed Hays Online Safeguarding Training	Lead DSL	
Familiarisation with ICT	Computing Leader	
IEPs	SEN Co-Ordinator Meeting	
CPD Policy to be explained	Mentor	
Fire Drill and Lock Down Procedures	Assistant Headteacher for Phase	
Meeting with Medicines in Schools/First Aid Co-Ordinator (First Aid equipment/Asthma/Care plans)	Medicines in Schools/First Aid Co-ordinator	
Set dates for meeting – Maths & English, SEN and BECO (within first month)	Assistant Head Teacher for the Phase	
ICT lead to organize receipt of laptop, email address, passwords and photocopier	Computing Leader via Assistant Heads	

code.		
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Induction for Support Staff

Name: _____

Date _____

Action	Person Responsible	Date Completed
Tour of School	Headteacher	
Parking Instructions	Mentor	
Explanation of E-Portal/registers etc.	Mentor	
Explanation of absence procedures	Headteacher/Assistant Headteacher for Phase	
Received safeguarding training	Meeting with Lead DSL	
Completed Hays Online Safeguarding Training	Lead DSL	
Allocation of Performance Management Leader – Time and date arranged to set targets	Head Teacher	
CPD Policy to be explained	Mentor	
Received fob, identification badge and explanation of signing in procedures.	Office Manager	
Fire Drill and Lock Down Procedures	Assistant Headteacher for Phase	
Staff informal chat with Mentor <i>Oct, Feb, June</i>	Mentor	
Meeting with Medicines in Schools/First Aid Co-Ordinator (First Aid equipment/Asthma/Care plans)	Medicines in Schools/First Aid Co-ordinator	
Assistant Heads to organise email address, passwords and photocopier code. Hays My Concern Twinkl Wordsmith My Maths Test Base E-Portal	Computing Leader	

General Induction for Volunteers /Governors/Students/ Work experience

Name: _____ Date _____

Action	Date Completed
Line manager assigned	
Entered onto Single Central Record (N/A for work experience)	
Character Reference 1 received	
Character Reference 2 received	
Signed Childcare disqualification forms (N/A for work experience)	
Received safe guarding training with DSL	
Received Safeguarding Policy	
Received Whistleblowing Policy	
Received Social Media Policy	
Received Keeping Children Safe in Education	
Received e-safety Policy	
Received Behaviour Policy	
Received No Platform Policy	
Received Safer Recruitment Policy (where applicable) (N/A for work experience/students)	
Completed Hays Online Safeguarding Training if applicable (Governor only)	
Fire Drill and Lock Down Procedures explained	

APPENDIX L

Procedures for checks on out of school clubs/activities and lettings

**There must be ticks in every column before the activity can commence.
All documents are to be filed in the main office, including this sheet.**

Action	Person responsible	Tick when completed
Appointment made to meet with Snr. Office Manager (SLB)	Whoever has arranged the club	
Find out if the organisation/person belong to a registered body	Snr. Office Manager (SLB)	
Collect and file copy of organisations safeguarding Policy/ procedure	Snr. Office Manager (SLB)	
Collect DBS details for all people involved	Snr. Office Manager (SLB)	
Enter all details on Single Central Record for all people involved (need to bring photo ID)	Snr. Office Manager (SLB)	
Complete Transfer of Control Agreement	Snr. Office Manager (SLB)	
Collect and file copy of their liability insurance	Snr. Office Manager (SLB)	
Collect a copy of the unique tax reference number or company number	Snr. Office Manager (SLB)	
Arrange start date and end date	Snr. Office Manager (SLB)	
Arrange appointment to meet with lead DSL to go through safeguarding procedures and policies	Snr. Office Manager (SLB)	
Meeting with DSL to go through relevant policies, such as: <ul style="list-style-type: none"> • Safeguarding Policy • Social Media Policy • Whistleblowing Policy • No Platform Policy • Keeping Children Safe In Education • Prevent • E-safety Any other appropriate policies	DSL (CP)	

Club/organisation, please sign to confirm receipt of all documents

Organisation: _____

Name _____ (Print)

Signature _____

Date: _____

