

**BEBINGTON HIGH SPORTS COLLEGE**



**Recruitment Policy**

Agreed/Reviewed by Governors – see reverse

# CONTENTS:

<b>SECTION 1: BHSC SAFER RECRUITMENT POLICY</b>	
Introduction and contents	
Appendix 1 – Certificate of Verification of Identity	
Appendix 2 – Sample M23	
Appendix 3 – Sample Job Description	
Appendix 4 – Application Form – Teaching	
Appendix 5 – Application Form – Non-Teaching	
<b>SECTION 2: SAFER RECRUITMENT AND VETTING PRACTICE</b>	
Introduction and contents	
Flowchart – recruitment procedures	

# SECTION 1: BHSC SAFER RECRUITMENT POLICY

## INTRODUCTION

This policy accompanies the School's *Vetting Policy*. Bebington High Sports College adheres to this policy when planning and carrying out the recruitment process.

This policy is in line with DCFS and Richard Inquiry recommendations.

## JOB DESCRIPTION AND PERSON SPECIFICATIONS

Bebington High Sports College ensures that at the start of the recruitment process it defines what the post holder's responsibilities towards children will be, as well as the qualifications and experience needed to perform the job, with particular attention to their work with such vulnerable groups. To confirm the school's commitment to safer recruitment, it ensures that this statement of intent is included on all person specifications. A Recruitment and Selection Checklist is included in the appendices which assists with the whole recruitment process.

*"BHSC co-operative community trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf".*

**When a post requires a CRB Disclosure, this will be reflected in the job description and person specification relating to that post. It is envisaged that due to the nature of work in schools and contact with children that all posts will require an enhanced CRB Disclosure.**

All job descriptions (see Appendix 2) detail:

- Main duties and responsibilities of the post
- The postholder's specific responsibility towards the promotion and the practice of safeguarding the welfare of children that they come in to contact with through their job. The nature of the responsibility will be reflected in the person's job title and their environment.

**All person specifications (see Appendix 3) detail:**

- Qualifications required to do the job
- Professional Registrations (if required)
- Enhanced CRB Disclosure required
- Define the skills and competencies required
- Explore issues relating to the safeguarding of children, such as:
  - Motivation to work with children;
  - Ability to form and maintain appropriate relationships and personal boundaries with children;
  - Emotional resilience in working with challenging behaviours;
  - Attitudes to use of authority and maintaining discipline.

**On the person specification, it states how these issues will be tested – e.g. application form, interview or assessment day.**

All of the points on the person specification are evidenced either in a candidate's application form or through the interview and selection process.

## THE ADVERT

**The advert for a vacancy demonstrates the School's commitment to safer recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers.**

All adverts include the following statements are on the advert:

- School's Name (Bebington High Sports College)
- Post Title
- Hours (indicates if full or part-time)
- Grade or Scale
- Salary
- Permanent or Fixed Term (if Fixed Term the duration of the contract should be stated)
- Advert text (includes some reference to the post holder's responsibilities towards safeguarding children)
- The successful applicant will be required to apply for an enhanced disclosure from the Criminal Records Bureau. Further details can be found at [www.crb.org.uk](http://www.crb.org.uk)
- Closing Date

**BHSC as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority**

### **APPLICATION PACKS**

The importance of safeguarding and protecting children in schools is promoted as much as possible throughout the recruitment process in order to deter unsuitable candidates.

Application pack contains:

- **Application Form is mandatory**  
(recommended over CVs, as CVs will only shows what the candidate wants us to see and will not provide consistent data between candidates)
- **Job Description**
- **Person Specification M23**
- **School's Prospectus**
- **CRB – A Guide for Applicants**
- **Recruitment of Ex-offenders Policy**
- **Rehabilitation of Offenders Disclosure Form**

### **INTERVIEW PROCESS & PRE-EMPLOYMENT CHECKS**

The interviewing process allows time for any discrepancy in a candidate's application or references to be scrutinised and clarified. With this in mind, all candidates have their qualifications verified, employment gaps explained, criminal record disclosed, reference issues and their attitude towards children discussed at interview. This means that when a candidate is successful, any issues surrounding their application and references have been fully explored before they are offered the post. Every interview should be carried out on a face-to-face basis.

#### **References**

All references are requested prior to interview and ideally received back prior to interview. We ensure that one of the referees is the candidate's current or previous employer. Open references are not acceptable if they have 'To whom it may concern' on, no date evidenced or no obvious organisation authorization as these may have been forged, or may have valuable information missing if it is out of date. All referees complete a reference pro-forma, which ensures that certain questions are asked of all our candidates. This avoids references, which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

All Reference Pro-formas ask about the candidate's relationship with children in their current or previous role and if they have ever been involved in any disciplinary action concerning children.

When all references are received prior to interview, any discrepancies or issues at interview are followed up at interview. Obviously this relies entirely on the speed referees return them, this may not always allow for them to be seen prior to interview, but it is aimed for, as best practice as it complies with Bichard recommendations.

## **Employment Gaps**

At interview, gaps in employment history are discussed with the candidate. If there are gaps in their history, the candidate must declare the reasons for their break from work.

Valid reasons for gaps in employment may be: the candidate did not need to work, travelling, bringing up a family, caring responsibilities, family bereavement or a period of sickness. As there could be more sinister reasons for an absence, BHSC ensures that the candidate is able to give as much detail as possible, in order for the panel to make an informed decision, and are in receipt of all relevant information.

All patterns of repeated change in career or employers at interview are explored, ensuring that the reasons for this are fully explored and satisfy the interview panel.

## **Qualification Verification**

Any essential qualifications legally required to perform a particular job, such as QTS, as stated in the person specification, are evidenced by BHSC. A copy of original certificates is taken and if the candidate is successful, they are placed on their personal file and logged on the Central Record. This is confirmed at the interview stage. If the candidate is unsuccessful, they are destroyed.

## **Rehabilitation of Offenders Disclosure**

As posts within schools are exempt from the Rehabilitation of Offenders Act 1974, BHSC encourages our shortlisted candidates to disclose any *unspent* and *spent* convictions during the application stage.

When applying for the post, candidates fill out the *Rehabilitation of Offenders Disclosure Form* and return it with their application form. If they have not sent it in with their application, BHSC asks the candidates attending the interview if they have any previous convictions either *spent* or *unspent*, thus giving the candidate a chance to discuss the circumstances surrounding any previous convictions they may have at interview.

Any convictions disclosed are not to be given to the Shortlisting panel prior to shortlisting. Once the panel have made a shortlist and invited them for interview, they are then made aware of any candidate's criminal disclosure. Disclosing a criminal background is not used as a reason to not shortlist a candidate. Having a criminal conviction does not necessarily bar a person from working with children and is not be used to discount applications.

If they are successful, all candidates complete a CRB Disclosure application form. Once the Enhanced CRB Disclosure Certificate is returned, any conviction information is matched up with the candidate's original disclosure to the interview panel. This information is not be kept if the candidate is not successful and is destroyed.

## **Commitment to Safeguarding Children**

Person specifications allow schools to explore a potential candidate's views and expectations in relation to working with children. The recruiting panel seeks to identify the candidate's experience or views on the following points:

- Motivation to work with children
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

BHSC provides questions that ask candidates to draw on their experience of situations with children which gives a good impression of the candidate's understanding of the points above. It enables the panel to probe issues that the candidate may not discuss, allowing the panel to be aware of issues or lack of knowledge that a candidate may have or refuses to discuss their motivation to work within a school environment or with children.

## **List 99 Check**

This is a list of people barred from working with children, compiled by the DfES. BHSC will check this is done as part of the CRB Application Process and be accessed separately on the teacher's pensions website by the Children's Services staffing team. A List 99 check can be undertaken within 24 hours if necessary by staffing team.

## **Enhanced CRB Disclosure**

This shows previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job at BHSC with children or vulnerable adults. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration. Candidates are given the opportunity at the application stage to declare any *unspent* or *spent* convictions they may have, any declaration they make will be compared with the returned criminal record disclosure. The procedure for assessing CRB Disclosure positive trace returns is detailed in the policy.

## **Medical Clearance**

A potential employee completes a medical questionnaire, which is then assessed by our Occupational Health provider. Depending on the answers given by the candidate, Occupational Health may request an appointment to confirm fitness. A potential employee is confirmed as medically cleared once a letter has been received from Occupational Health declaring them fit for their proposed post.

## **Verification of Professional Registration**

Some posts which require a professional registration with a regulatory body, such as the General Teaching Council etc are evidenced and placed on file, if the person specification states it as an essential prerequisite. BHSC check a teacher's GTC status when a new starter form is received.

## **Right to Work in the UK**

It is a legal obligation that every employer in the UK verifies whether a potential employee has the right to work in the UK. BHSC supports this.

## **Employment History**

When checking an application form, all gaps in employment or noticeable patterns when the candidate changed their employment are verified. At interview, any gaps are discussed and satisfactory explanations given and recorded. This is confirmed at the interview stage.

## **Overseas Criminal Record Disclosure**

If the potential employee has lived abroad for a period of time or who comes from another country prior to working in the UK, then a UK CRB Disclosure will not give a full picture in respect of any criminal record they may have. In these cases, an overseas Criminal Record Disclosure is applied for as well as a UK CRB Disclosure and details for each countries' equivalent Bureau are available on the CRB website [www.crb.gov.uk/default.aspx?page=2243](http://www.crb.gov.uk/default.aspx?page=2243) There is more detail about this later on in this policy.

These checks are made clear to candidates at interview. Any offer of employment is a conditional offer, subject to satisfactory clearances being received and checked by BHSC. When a decision has been made and a successful candidate notified, pre-employment checks are carried out.

**When all of these checks are completed and returned, an offer of employment is confirmed.**

## **CRIMINAL RECORD BUREAU RENEWALS OR RE-CHECKS**

**CRB Disclosures are only a record or a snapshot of the day they were issued. Since a Disclosure was issued staff may have new convictions or warnings that they may or may not have made the school aware of. It is BHSC policy that every member of staff has their CRB Disclosure renewed every three years (except Supply Teachers – please see below)**

The process of renewal or re-checking a person's CRB Disclosure is exactly the same as when applying for an original. There is no fast track. A new *Identity Confirmation Sheet* is filled in, mainly to register any changes in address or name and then a new CRB application form is issued. A mark on the Application form is made stating that the application is a re-check, this will aid the staffing team with logging the application.

## **SCHOOL VISITORS**

All school visitors are signed into school, given an identification badge and are accompanied by staff; it is ensured that they are not alone with students.

## **SUPPLY TEACHERS (employed by BHSC)**

Supply Teachers are recruited and treated in the same way as any other member of staff.

Recruiting Supply Teachers are managed in the same way as any other staff, if directly employed by BHSC. This means that all appropriate pre-employment checks are carried out before their employment is confirmed.

If the Supply Teacher is mobile and does not work predominately at any one particular school in the Borough, evidence of ID is requested before that person starts work at BHSC.

Supply Teachers have their CRB Disclosure re-checked every 12 months. This is due to the casual and ad-hoc nature of their work, which may mean they do not actively work for the Borough or school for a few months at a time. If a Supply Teacher is predominately based at one school, it is recommended that, that school should organise and fund the re-check. If the Supply Teacher is mobile and only works for a few days for weeks at a time, the teacher should organise their re-check through Children's Services staffing team and fund it themselves.

### **PERIPATETIC TUTORS & AGENCY STAFF (including Agency Supply Teachers)**

As with outside contracted staff, providing services such as music tuition, specialist sports coaching, supply teaching or specific courses that requires staff to work on school premises whilst children are in school, evidence of the necessary checks in relation to these staff are carried out.

In a school environment it is essential to carry out or have evidence of the same standard of checks for all staff working in schools and the extended provision even if they are not employed directly by the school. It is the Headteachers and Governors responsibility to ensure that these checks are being carried out. With this in mind, all outside providers should be requested to provide evidence of the same pre-employment checks that the school would complete if they were directly employing the staff themselves. This should be given in writing and in advance of the provider starting work at the school and should be agreed as part of any contract between the school and provider. **Schools have the right to view the original copy of the Disclosure from the agency if it contains additional information. Evidence of checks from external providers should be recorded on the Central Record.**

If evidence is not provided then the school does not allow the peripatetic tutors or agency staff to have unsupervised access to children. If on an exceptional basis a risk assessment can be undertaken but this **must not** be considered the norm.

***As with any external provider coming on to a school's premises the school should verify their identity, the provider should be asked to show documents such as a passport or driver's licence along with company ID. The school should be given the names of expected guests or outside providers in advance of their arrival on site. The school should be very clear that the named individual is who they say they are.***

### **CONTRACTORS**

**A List 99 check is completed by Hochtief before a Contractor is allowed to start work at BHSC. A CRB Enhanced Disclosure may be required under certain conditions. Ideally contractors should try and work outside of opening hours for such establishments, if this is not practicable then the following guidelines should be consulted.**

#### **Building Contractors**

Children are not allowed in areas where builders are working for Health and Safety reasons, so there is little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs. To accommodate for this, all projects with contractors who may come into contact with children on site during opening hours in an establishment undergo a CRB Enhanced Disclosure. This clearance is stated in any contract struck and/or tendered between a Wirral Borough Council School and paid for by the agreed contracted company. WBC can act as an umbrella body, but a charge will be levied on the company and work should not commence before the Disclosure has been received. Building Contractors who are most likely to come into the school and potentially engage with children are site managers, who will liaise with the Headteacher or Site Manager.

### **Maintenance Contractors (Wirral Borough Council Employees)**

In cases where a Council employee is contracted out to an establishment caring for children, they are most likely to be working unsupervised during their visits. The Directorate where the maintenance employees are based provide BHSC with a CRB Disclosure and List 99 clearance, or written evidence, signed to prove that the appropriate checks have been carried out (CRB Disclosure, List 99 and ID verification).

### **Contracted Staff (Agency staff)**

BHSC ensures that any agencies used, follows the same standard of safe recruitment checks as BHSC and Wirral Borough Council. This is evidenced in writing by the agency.

The Headteacher or delegated officer also ensures that the recruitment checks have been completed prior to their start day in the same way as they would their own staff. Safe recruitment checks must be part of the contract agreement between establishments with children and the Agency.

### **Emergency Call-Out Contractors (not previously checked by the school)**

Contractors that are called out in an emergency may not be a contractor that is checked and known to the BHSC prior to the 'call-out'. It is not necessary to obtain a CRB Disclosure for such staff, as they will only have contact with children on an ad hoc or irregular basis and are unlikely to be left unsupervised with children. All emergency call-out contractors must sign in or out in the visitor log at Reception and escorted by a CRB cleared member of staff at all times.

***Any contractor, maintenance worker or agency staff coming on to a school's premises must verify their identity, providing documents such as a passport or driver's licence along with company or council ID. BHSC makes every effort to ensure the school is very clear that the named individual is who they say they are.***

## **VOLUNTEERS**

All volunteers are enhanced CRB checked prior to the volunteer starting duties within BHSC. Two references on behalf of the volunteer are also verified. These checks are carried out for all volunteers and not just for those unknown to the school. CRB Disclosures are re-checked as with other staff every three years.

If a Volunteer becomes a paid employee, then their right to work in the UK is assessed. A new Enhanced CRB Disclosure is requested to reflect their change to an employee. If assisting on a one-off school trip, a volunteer does not require a CRB Disclosure, but is supervised at all times.

## **GOVERNORS**

**School Governors are only subject to an Enhanced CRB Disclosure if:**

- In undertaking their role they care for, train, supervise or are in sole charge of children;
- If their actions provide *cause for concern*;

Governors who serve on a few governing bodies within the local authority will only require one Enhanced CRB Disclosure (if applicable) for all of the schools they work with. This will need to be re-applied for after three years, in line with the renewal policy. If a member of staff from a WBC school serves as a Governor at another WBC school and they have a current Enhanced CRB Disclosure with their own school they do not require a new CRB for their role as a Governor. However Governors must be prepared to show each school a copy of their CRB at their first meeting.

## **FOREIGN LANGUAGE ASSISTANTS**

All assistants working in the UK will need to provide a police clearance from their home country however, they must by law receive a CRB clearance. This must be undertaken by the host school and is best started once the assistant has arrived in the UK and presented themselves for work. We do not require sight of their home countries police clearance. BHSC will also require photo verification and confirmation of place of abode.

## **WORK EXPERIENCE AND PLACEMENTS**

Secondary students completing a two-week placement do not require the same checks that a Teacher training or PGCE student requires to carry out their placement. There also needs to be consideration placed upon the environment secondary students are placed into in the wider world and the employees supervising the students during this period.

### **Secondary or College Students placed in a School, College or Nursery**

These students will be supervised at all times during their placement and will not need an Enhanced CRB Disclosure. The school organising the placement should ensure that the student is suitable for the placement environment<sup>1</sup>. Once again an ID check should be carried out to establish that the student who has arrived for the placement is who they say they are.

### **Teacher or Teaching Assistant Training Students**

The Schools, Universities or FE Colleges must provide evidence in writing to BHSC (in the same way as a Supply Agency would do) that they have carried out all the same checks that the schools would have done if they were their own staff (including CRB Disclosure, Identity check etc)

### **Secondary Students placed in environments other than schools**

It is important to make businesses or organisations who take on secondary students for work experience of their vulnerability during such placements. It is impossible to CRB clear all staff who work with such students, but awareness of the potential risks needs to be assessed.

BHSC will make students being placed aware of the risks. A quick briefing or leaflet explaining what to do if they feel uncomfortable in someone else's company and who they can talk to about it, giving the school's contact details should be sufficient. These concerns may be obvious to teachers, but students may need to be made aware of professional boundaries and what is considered appropriate e.g. accepting a lift home, giving away personal email addresses.

## **CENTRAL RECORD**

BSCH keeps a Central Record of all staff that provides confirmation that relevant checks have been taken such as:

- Verification of Identity (Name/D.O.B /Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)
- List 99
- CRB Disclosure
- Right to work in the UK (Asylum & Immigration Check)
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time abroad)

This record is complete for all staff in schools and it is available for Ofsted and HMI Inspectors. Schools have been given guidance and information by the DfES about setting up such a record.

## **BICHARD ONLINE TRAINING**

The National College of School Leadership (NCSL) have produced online training for Schools and Local Authorities on the process of Safer Recruitment. This has been essential training for Headteachers in all schools and also for a nominated Governor or other appropriate staff member.

Currently trained are: Headteacher, Both Deputy Headteachers, Chair of Governors, One other governor.

## **WEBSITE LINKS**

Please find below useful websites on safer recruitment or child protection:

---

<sup>1</sup> DfES *Safeguarding Children and Safer Recruitment in Education* – pg 41 2006

- **National College for School Leadership** (home of Bichard Online Training)  
[www.ncsl.org.uk/saferrecruitment](http://www.ncsl.org.uk/saferrecruitment)
- **Safeguarding Children and Safer Recruitment in Education 2006** (DfES Guidance which came into force January 2007, guidance from this publication has been used in this pack)  
Copies can be downloaded or ordered from this link:  
[www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)
- **Every Child Matters**  
[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
- **DfES**  
[www.teachernet.gov.uk/childprotection](http://www.teachernet.gov.uk/childprotection)
- **Chartered Institute of Personnel and Development**  
[www.cipd.co.uk](http://www.cipd.co.uk)
- **General Teaching Council**  
[www.gtce.org.uk](http://www.gtce.org.uk)
- **The Office for Standards in Education (Ofsted)**  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- **Criminal Records Bureau (CRB)**  
[www.crb.gov.uk](http://www.crb.gov.uk) or [www.disclosure.gov.uk](http://www.disclosure.gov.uk)
- **CRB Tracking Service**  
[www.crb.gov.uk/tracking](http://www.crb.gov.uk/tracking)
- **School Governors Website** (type pre-appointment into search bar)  
[www.governornet.co.uk](http://www.governornet.co.uk)  
<http://www.dfes.gov.uk/governor/index.cfm>
- **Bichard Inquiry**  
[www.bichardinquiry.org.uk](http://www.bichardinquiry.org.uk)
- **Foreign Language Assistants**  
[www.languageassistant.co.uk](http://www.languageassistant.co.uk)

**APPENDIX 1 - CERTIFICATE OF VERIFICATION OF IDENTITY**

**TO ACCOMPANY APPLICATION FORM AND THE REQUEST TO APPOINT THE INDIVIDUAL**

**SUCCESSFUL CANDIDATE:** .....

**POST:** .....

**SCHOOL:** .....

With effect from ..... I confirm that I have seen the following original documents and have retained for record purposes a copy on their school file.

**ALL OF THE FOLLOWING:**

**Date of Birth** – from Birth Certificate/Passport/Driving License □□/□□/□□□□

**National Insurance No** – from P45 or P60 □□□□□□□□□□

	<b>YES</b>	<b>NO</b>
<b>Birth Certificate</b>	□	□
<b>Marriage Certificate</b> ( <i>if appropriate</i> )	□	□

**ONE OR BOTH OF THE FOLLOWING if the candidate possesses them:**

<b>Passport</b>	□	□
<b>Driving Licence:</b> photocard	□	□

**ANY TWO OF THE FOLLOWING – confirming name and address**

<b>Recent Utility Bill</b>	□	□
<b>Recent Credit Card Statement</b>	□	□
<b>Recent Bank Statement</b>	□	□
<b>Recent Mortgage Statement</b>	□	□
<b>Recent Insurance Statement</b>	□	□


**RELEVANT DOCUMENTS as specified by the Headteacher**

	<b>(If teaching staff, must include:)</b>	
<b>Academic Qualifications – list</b>	<b>PGCE</b>	□
	<b>Degree</b>	□
<b>Professional Qualifications – list</b>	<b>QTS</b>	□
	<b>Induction Certificate</b>	□
<b>Other – state</b>	<b>Skills Test Results</b>	□
	<b>Performance Mgt</b>	□
<b>Referees x 2</b>	<b>Certificate and/or other Confirmation (threshold etc)</b>	□
	<b>Proof of current UPS (if applicable)</b>	□

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

Position .....

**APPENDIX 2 – SAMPLE M23**

Employee Specification form		 M23	
Post:		Pay Scale:	
Personable Attributes			
	Essential	Stage Identified	Desirable
<b>Qualifications</b>			
<b>Experience</b>			
<b>Knowledge and Skills</b>			
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent relationships with students</li> <li>• Sense of Humour</li> <li>• <b>Enhanced CRB</b></li> <li>• <b>Accepted verification of identity check</b></li> </ul>		

**APPENDIX 3 – SAMPLE JOB DESCRIPTION****BEBINGTON HIGH SPORTS COLLEGE****JOB DESCRIPTION**

<b>Post Title:</b>	<b>TEACHER</b>
<b>Purpose:</b>	<ol style="list-style-type: none"> <li>1. To carry out the professional duties of a school teacher as circumstances may require, under the reasonable direction of the Headteacher.</li> <li>2. To perform in accordance with any directions which may reasonably be given to him/her by the Headteacher from time to time, such particular duties as may reasonably be assigned to him/her.</li> <li>3. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area/subject as appropriate.</li> <li>4. To monitor and support the academic and social development of students as a teacher/form tutor.</li> <li>5. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>6. To contribute to raising standards of student achievement.</li> <li>7. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ol>
<b>Reporting to:</b>	Assistant Leader of subject Leader for Learning & Teaching
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Head/Deputies/Assistant Headteachers, teaching/support staff, Year Manager, SEN and Inclusion and other relevant personnel, agencies and parents.
<b>Working time:</b>	<ol style="list-style-type: none"> <li>a. A teacher employed full-time shall be available for work for 195 days in any year, of which 190 days shall be days on which he/she may be required to teach students in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if the employer so directs by the Headteacher.</li> <li>b. Such a teacher shall be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any year, those hours to be allocated reasonably throughout those days in the year on which s/he is required to be available for work.</li> <li>c. Time travelling to or from the place of work shall not count against the 1265 hours referred to above.</li> <li>d. A teacher shall not be required to under his/her contract to undertake midday supervision, and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00 pm.</li> <li>e. A teacher shall, in addition to the requirements above, work such additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including, in particular, the marking of student's work, the writing of reports on students and the preparation of lessons, teaching materials and programmes. The amount of time required for the purpose beyond 1265 specified hours</li> </ol>

	<p>referred to above and the times outside 1265 hours at which duties shall be performed shall not be defined by the employer but shall depend upon the work needed to discharge the teachers' duties.</p> <p>f. In this section 'year' means a period of 12 months commencing on 1 September unless the school's academic year begins in August in which case means a period of 12 months commencing on 1 August.</p>
<b>Salary/Grade:</b>	M1-M6
<b>Disclosure Level:</b>	Enhanced
<b>CORE DUTIES AND RESPONSIBILITIES</b>	
<b>Operational/Strategic Planning:</b>	<ul style="list-style-type: none"> <li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking and homework policies and teaching strategies in the Curriculum Area &amp; Department.</li> <li>To contribute to the Curriculum Area and Department's Development Plan and its implementation.</li> <li>To plan, prepare courses and lessons and carry out relevant assessment.</li> <li>To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>To assist all Leaders of Learning &amp; Teaching to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Strategic Objectives.</li> </ul>
<b>Staffing:</b>	<ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> </ul>
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>To continue personal development in the relevant areas, including subject knowledge and teaching methods.</li> <li>To engage actively in the Performance Management Review process.</li> <li>To ensure the effective/efficient deployment of classroom support.</li> </ul>
<b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>To help to implement school quality procedures and to adhere to those.</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>To seek/implement modification and improvement where required.</li> <li>To review methods of teaching and programmes of work.</li> <li>To take part, as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management of</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS registers etc.</li> </ul>
<b>a) Information</b>	<ul style="list-style-type: none"> <li>To complete the relevant documentation to assist in the tracking of students.</li> </ul>
<b>b) Resources</b>	<ul style="list-style-type: none"> <li>To track student progress and use information to inform learning and teaching.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents of students as appropriate.</li> <li>Where appropriate, to communicate and co-operate with persons or agencies outside the school.</li> <li>To follow agreed policies for communications in the school.</li> </ul>

<p><b>Marketing Liaison</b></p> <p><b>Marketing Resources</b></p> <p><b>Student Progress System and reporting</b></p>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Celebration Evenings and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Leaders of Learning &amp; Teaching to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Year Manager to ensure the implementation of the school's Student Progress System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of students and keep up to date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans, progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> </ul>
	<ul style="list-style-type: none"> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. This may require participating in meetings arranged for any purpose which affects student progress.</li> <li>• To contribute to PSHCE and Enterprise according to school policy.</li> <li>• To apply the agreed Behaviour Policy so that effective learning can take place.</li> <li>• Provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions, making relevant reports and records.</li> <li>• To teach students according to their education needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the learning/teaching experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs demands of the syllabus and in accordance with developing learning and teaching strategies at KS3, 4 &amp; 5.</li> <li>• To develop an encouragement and reward culture.</li> </ul>

<b>Student Progress Teaching</b>	<ul style="list-style-type: none"> <li>• Ensuring that the departmental rooms present a stimulating environment, that displays are of a high standard, regularly maintained and regularly changed using the relevant support in school.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake the assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Cover:</b>	<ul style="list-style-type: none"> <li>• Supervising and, so far as practicable, teaching students whose teacher is not available to teach them, provided that no teacher shall be required to provide cover: <ul style="list-style-type: none"> <li>a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days</li> <li>or</li> <li>b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the school for two or more days before the absence commenced, unless: <ul style="list-style-type: none"> <li>(i) s/he is a teacher employed wholly or mainly for the purpose of providing such cover (supply teacher)</li> <li>or</li> <li>(ii) the school/governing body (as the case may be) have exhausted all reasonable means of providing a supply teacher to cover without success</li> <li>or</li> <li>(iii) s/he is a full time teacher at the school but has been assigned by the Headteacher in the timetable to teach or carry out other specified duties (except cover) for less than 75% of those hours in the week</li> </ul> </li> </ul> </li> <li>c) Shall cover no more than 38 hours per year.</li> </ul>
<b>Public Examinations:</b>	<ul style="list-style-type: none"> <li>• Participating in arrangements for preparing students for public examinations and in assessing students for the purpose of such examinations, recording and reporting such assessments and participating in arrangements for such examinations.</li> </ul>
<b>Other Specific Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health &amp; Safety Policy and undertake risk assessments as appropriate.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job Description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	
<p><b>Signatures:</b></p> <p><b>Teacher</b> ..... <b>Date</b> .....</p> <p><b>Headteacher</b>..... <b>Date</b> .....</p>	

**APPENDIX 4 – APPLICATION FORM – TEACHING****Children & Young People's Department****Application for Appointment to a Teaching Post**Please complete in **Black Ink** in **BLOCK CAPITALS****1. Post Information**

Position applied for:	
Name of School:	

**2. Personal Details**

Title:		First Name(s):		Last Name:	
Previous Surname(s) – (if applicable):					
Address:					
Post Code:		Tel No:		Mobile No:	
				Email:	
National Insurance No:			GTC No:		

**3. Current Post Details**

Present Post:		Present Salary & Pay Spine	
Present School:			
Present Local Authority:			
Date from:		Date to:	
		Full or Part Time:	
No on Roll:		Boys/Girls/Mixed:	
Subject(s) or Key Stage:			

**4. Academic & Professional Qualifications -**

School/College	Qualification obtained (Class & Division if appropriate)	Subject(s)
<b>University</b>		

### 5. Employment Teaching History

In chronological order please, starting with the earliest. Include unpaid activities such as parenting, voluntary work and teaching practice if you are a student. If the school is not maintained by an LA, please put 'Independent', Trust, Foundation, Academy etc. – (continue on a separate sheet if necessary)

Post	Full Time or Part Time	Name of School	Name of LA	No on Roll (Boys/Girls /Mixed)	Ages & Subjects	Dates	
						To	From

### 6. Other Full Time Employment

Full Time employment from the age of 18 years (if any) or service in HM Forces – (continue on a separate sheet of necessary)

Employers Name	Address	Nature of Employment	Dates	
			From	To

### 7. Other Part Time Employment or Experience

Examples include Further Education, voluntary work, Youth Service, Vocational, etc

Post/Status	LA/Responsible Body	Dates	
		From	To



## 12. Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act (Exemption) Order 1975

The provision under the above legislation relating to non-disclosure of spent convictions does not apply to any employment as a teacher in a school or any other employment which is carried out wholly or partially within the precincts of a school, being employment of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school in the course of his or her normal duties.

You must, therefore, give information concerning **any previous convictions or cautions**, whether or not they are "spent" within the meaning of the Act.

Failure to disclose **any conviction or caution** could lead to an application being rejected or may later lead to the dismissal of a successful applicant.

Please note that only motoring fixed penalties are not convictions under the Law and, therefore, do not need to be declared.

Previous Convictions or Cautions			
Offence	Date	Outcome	
Signed		Date	

## 13. Canvassing

Canvassing members of the committee or the Governors of the respective schools, both directly or indirectly, is forbidden and will disqualify applicants.

A candidate for any appointment under the Council shall when making application, disclose whether he or she is related to:

- a member of the Council;
- a Senior Officer employed by the Council;
- a person employed by the Local Authority;
- a governor of the school.

A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.

		Yes	No
Are you related to any member or employee of the Metropolitan Borough of Wirral? – (please tick)			
What is the relationship?			

## 14. Application Validation

I certify that the information I have given is correct and that I agree to obtain an Enhanced Level CRB Disclosure via the Local Authority as and when necessary.

Signed:		Name		Date	
---------	--	------	--	------	--

## 15. Interview

If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement.

**Children & Young People's Department****SUPERANNUATION**

1. Do you currently contribute to a Superannuation/Pension Scheme? Yes  No
- a. If yes which Scheme is it?  
\_\_\_\_\_
- b. If Teachers' Superannuation, please indicate any special provisions applicable (eg WIDOWERS BENEFIT)  
\_\_\_\_\_
2. If you have changed schemes, name of previous scheme and date of change:  
\_\_\_\_\_
3. Have you made a valid election for part-time service to be Superannuable?  
Yes  No  if Yes – state date \_\_\_\_\_
4. National Insurance Number: \_\_\_\_\_

**MONITORING OF APPOINTMENTS FOR EQUAL OPPORTUNITIES**

The Council operates a policy of equal opportunity. To assist the monitoring of this policy and for that purpose only, please provide the following details							
SEX		DATE OF BIRTH		MARITAL STATUS		NATIONALITY	
ETHNIC ORIGIN – PLEASE TICK ONE							
White	British		Mixed	White & Black-Caribbean			
	Irish			White & Black-African			
	Other*			White & Asian			
				Other*			
Asian or Asian-British	Indian		Black or Black-British	Caribbean			
	Pakistani			African			
	Bangladeshi			Other*			
	Other*						
Chinese	Chinese		* - Other Definition				
	Other*						
Are you disabled?	Yes / No	Details					
If Registered Disabled	Registration No:			Expiry Date:			

**Children & Young People's Department****MEDICAL FITNESS OF TEACHERS****THE EDUCATION (TEACHERS') REGULATIONS 1982**

With reference to your application for a teaching post with this Authority. In order to assist me in establishing that you are medically suitable and satisfy the health standards required, I should be grateful if you would kindly answer the questions set out below. The information provided will be treated with the strictest confidence and used only to determine whether it will be necessary to refer you for a medical examination prior to confirming your appointment with this Authority.

\*- delete as appropriate

Name in Full (Mr/Mrs/Miss)		
1.	Has there been any cause for concern regarding your health during the period of employment with your present or most recent Authority?	Yes / No *
2.	Has a medical examination been required at any time in connection with this employment?	Yes / No *
If the answer was "YES" to question No 2 above, was the medical requested on:		
3.	a) Appointment	Yes / No *
	b) Following a Special Referral during your appointment	Yes / No *
4.	What was the result of such an examination?	
<p>I declare to the best of my knowledge and belief, all statements contained in the above answers are correct and I understand and acknowledge that should I conceal and material fact I will be liable to the termination of my contract of service, with such notice as may be appropriate and may be refused benefits under the sickness payments and superannuation schemes</p> <p>I consent to undergo a medical examination or examinations if required to do so and have no objection to the Authority's Occupational Health Consultant communicating with my own doctor or obtaining any hospital records concerning my health or medical history.</p>		
Signed		Date

## Introduction

# Disclosure of Criminal Records

Local Authorities have access to criminal records for those potential employees whose posts would involve responsibility for children and/or other vulnerable groups or posts which are also exempt from the Rehabilitation of Offenders Act 1974. This is referred to as a Disclosure.

If a post is subject to a Disclosure, it will be stated in the vacancy advertisement and which level applies. A Disclosure Application form will only be given to individuals who are offered an appointment.

This Policy explains the purpose of Disclosure, what candidates for employment must disclose; how disclosed information will be considered and how it will affect employment; and who will consider this information. It also indicates how Disclosed information will be handled and destroyed.

### **Purpose of Disclosure**

The purpose of Disclosure is to facilitate safe recruitment decisions. It will help to prevent unsuitable people having access to jobs and positions that provide opportunity to harm children and vulnerable adults. It will provide information to help recruiters make more informed decisions about the suitability of those seeking work in positions of trust.

### **Types of Disclosure**

There are three levels of Disclosure:

#### ***Basic***

These are available for all types of employment and voluntary positions not covered by the higher-level Disclosure. This level of Disclosure contains details of convictions considered 'unspent' under the Rehabilitation of Offenders Act (ROA) 1974 and held on the Police National Computer. The Basic Disclosure is applied for by, and issued only to, the individual concerned. It is then the individual's choice whether they show the Disclosure to an employer. It is non job-specific and may be used more than once.

#### ***Standard***

These are primarily for posts that involve working with children or vulnerable adults. Standard disclosure may also be issued for people entering certain professions, such as members of the legal and accountancy professions.

The Standard Disclosure contains details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings.

If a position involves working with children, the Disclosure will indicate whether information is held on government department lists, held by the Department of Education & Skills and the Department of Health, of those who are banned from working with children. The Disclosure also includes information held by the DH of those considered unsuitable to work with vulnerable adults.

**Enhanced**

These are for posts involving a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a teacher, scout or guide leader. Enhanced Disclosures are also issued for certain statutory purposes such as gaming and lottery licences.

This level of Disclosure involves an additional level of check to those carried out for the Standard Disclosure. An Enhanced Disclosure includes a check on local police records. Where local police records contain additional information that might be relevant to the post the applicant is being considered for, the Chief Officer of Police may release information for inclusion in an Enhanced disclosure. Exceptionally, in a very small number of circumstances (typically to protect the integrity of current police investigations), additional information may be sent under separate cover to the Counter-signatory and will not be revealed to the applicant.

**What must candidates for employment disclose?**

Anyone applying for a post where disclosure applies is required to disclose the detail of all convictions on record (including 'spent' convictions – ie. those that happened some time ago and normally no longer need to be revealed as specified in the Rehabilitation of Offenders Act 1974), plus details of any cautions, reprimands or warnings.

**How will this affect employment?**

Past convictions will not necessarily be a bar to obtaining a position.

If you have past convictions and disclose them consideration will be given to the nature of the offence stated and its relevance to the post applied for. This will be considered by Registered Officers of the Council who specialise in the area of employment concerned. Disclosure will only affect you obtaining employment where the particulars of the offence make you an unsuitable candidate.

The Registered Officer will consider the following:

Whether the convictions or other matters revealed is relevant to the position in question,

The seriousness of any offence revealed,

The length of time since the offence or other matters occurred,

Whether the applicant has a pattern of offending behaviour or other relevant matters,

Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters

The failure to disclose such convictions could, however, be seen as a deliberate attempt to gain employment by deception, and as such would result in the withdrawal of any offer of employment.

**Will a candidate be given the opportunity to explain?**

Any matters revealed by disclosure that will affect a recruitment decision will be discussed with the candidate prior to a decision being made. Ultimately, it is the responsibility of the Registered Officer(s) to decide whether to offer the candidate a position.

How will the information disclosed by an applicant be checked?

If a candidate is successful in their application for a post requiring disclosure, they will be required to authorise the Authority to apply for disclosure of information from the Criminal

Records Bureau (CRB). This authorisation must be given at the time the application is made. No check will be made, however, until an appointment is offered.

The CRB is a Central Government Agency, which provides information on criminal records. The application for disclosure is made and paid for by the Authority to the CRB, who undertake to issue a response as quickly as possible. The response is in the form of a certificate of disclosure.

As part of its agreement with the CRB the Authority conforms to the Code of Practice it publishes regarding disclosure of convictions. The Code of Practice is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or a copy will be sent to you upon request.

### **How secure is Disclosed information?**

Disclosure contains sensitive personal data, which must be handled carefully, and only by those in the organisation who are entitled to see them in the course of their duties, ie. the Registered Officers.

As part of the agreement for access the CRB will provide information at the request of, and to, specific officers, who are registered with them by the Authority, referred to as Registered Officers.

The Registered Officers must store disclosure and other confidential documents issued in secure conditions. Documents must be kept in lockable and non-portable containers. Keys or combinations for such storage units must not be freely available within the organisation and access must be restricted to named individuals.

The Authority's Licensing Officer is also registered for Disclosure in respect of applications for Hackney Carriage and Private Hire Licences.

It is an offence to disclose information provided by the Criminal Records Bureau.

### **How long is information retained?**

Once a recruitment decision has been made the certificate and associated correspondence will be retained for a maximum of six months. This period allows for any disputes about the accuracy of a certificate or a recruitment decision to be made and considered. In the case of a dispute, certificate information may be retained for a period of six months after resolution of the dispute. The usual conditions in respect of storage and access remain in place during this period.

Disclosures will be destroyed by suitable secure means, ie. shredding, pulping or burning. They should not be kept in any insecure receptacle (eg waste bin or confidential waste sack) whilst awaiting destruction.

No photocopy or other image of the disclosure may be retained nor must any copy or representation of the contents be made or kept. A record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the Bureau and the recruitment decision taken will be retained.

## Children & Young People's Department

### NOTES OF GUIDANCE ON COMPLETING THE APPLICATION

#### Equal Opportunities

The Metropolitan Borough of Wirral, Children & Young People's Department considers the fair provision of services and opportunities to all those it services and employs, irrespective of sex, creed, marital status, race disability, age and sexual orientation, to be a fundamental importance to the Department's well being. (The Local Authority respects the rights of governing bodies of voluntary aided schools to recruit staff of a particular creed and faith in line with the school's ethos).

The policy applies to potential and actual workers and relates to all aspects of employment, including recruitment, pay, terms and conditions of service, promotion, training, transfer, grievance and disciplinary procedures, and to the arrangements made for working in the Authority.

The Authority is implementing its policies through:-

- Improving recruitment & selection procedures
- Training
- Monitoring results

NB: The section "Monitoring of Appointments for Equal Opportunities" does not form part of the application but will be used by the Authority for general monitoring purposes.

#### Completing the Application Form

Decisions about who will be selected for interview will be based on the information you give in the application form. Therefore, all Sections of the application form should be completed.

You are invited to submit a letter of application and to keep this to a reasonable length. Consideration as to appointment or interview will be based upon a completed form and letter of application. This will provide the Authority with all the necessary information.

If you are not very experienced at completing application forms the following suggestions may be of help:-

Look carefully at the application form - ask yourself why you are interested in the job.

- Think about your experiences and how you can demonstrate that you have the skill, knowledge and experience necessary.
- Unpaid work and work at home can be just as important as paid work.
- When you make your case for the job, make sure your application relates to the job you are applying for. Copying the same application for and letter for a series of jobs often creates a poor impression.
- Preparing a first draft will improve your application.
- Read each Section carefully, and provide all the information requested.
- Check that all the dates are correct and in the order requested.
- Ensure that Sections 12-14 are completed fully and signed appropriately.
- If the form is submitted electronically, you will be asked to sign your application if you are selected for interview when you attend. Refusal to sign the application will result in your application being rejected.

## CERTIFICATE OF VERIFICATION OF IDENTITY

NAME: .....

POST: .....

SCHOOL: .....

**\*\*\*PLEASE BRING THE FOLLOWING DOCUMENTATION WITH YOU ON ARRIVAL\*\*\***

---

**ALL OF THE FOLLOWING:**

Date of Birth – from Birth Certificate/Passport/Driving License □□/□□/□□□□

National Insurance No – from P45 or P60 □□□□□□□□

	YES	NO
Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Marriage Certificate ( <i>if appropriate</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Photo Identification	<input type="checkbox"/>	<input type="checkbox"/>

---

**ONE OR BOTH OF THE FOLLOWING if the candidate possesses them:**

Passport

Driving Licence: photocard

---

**ANY TWO OF THE FOLLOWING – confirming name and address**

Recent Utility Bill

Recent Credit Card Statement

Recent Bank Statement

Recent Mortgage Statement

Recent Insurance Statement

---

**RELEVANT DOCUMENTS AS SPECIFIED BY THE HEADTEACHER**

		(If teaching staff, must include:)
Academic Qualifications – list	PGCE	<input type="checkbox"/>
Professional Qualifications – list	Degree	<input type="checkbox"/>
	QTS	<input type="checkbox"/>
Other – state	Induction Certificate	<input type="checkbox"/>
	Skills Test Results	<input type="checkbox"/>
Referees x 2	Performance Mgt	<input type="checkbox"/>
	Certificate and/or other	<input type="checkbox"/>
	Confirmation (threshold etc)	<input type="checkbox"/>
	Proof of current UPS	<input type="checkbox"/>
	(if applicable)	

Signed .....

Position ..... Date .....

**APPENDIX 5 – APPLICATION FORM –NON-TEACHING**

**Please complete all sections of the form.** The back page of the application form will be detached and retained in the Personnel section. This ensures that your application is dealt with objectively.

<b>Title of the job applied for:</b>	
<b>In the department of:</b>	
<b>Job reference:</b>	
<b>Closing date:</b>	
<b>Where did you see the advertisement for this post?</b>	

<b>A1. Personal details</b>	
Name	
Address and postcode	
Telephone Numbers	Daytime Evening Mobile
Email address	
<b>A2. Present or most recent employer/employment</b>	
Name	Period (state month/year)
Address	Name of supervisor Nature of business
Postcode	Basic salary
Telephone number	Position held and nature of responsibilities
Notice period	
Reason for leaving	

**A3. Previous employment (in date order, starting with most recent)**

*Please state all employment and account for any gaps. Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974.*

	From To (state month year)	Brief summary of duties and reason for leaving (if applicable)

**A4. Essential and desirable criteria – see enclosed employee specification (M23)**

*The employee specification which was enclosed with this application form gives details of the essential and desirable attributes of our ideal candidate. Please use this opportunity to state clearly how you meet each of the criteria set out in the employee specification.*

**A5. Your reasons for applying for this post**

*Please use this space to tell us about your reasons for applying for this post.*

**A6. Reference details**

*Please give the names and addresses of two people who would be willing to provide a reference concerning your application. One of the referees must be your current/last employer who will be asked specifically about your attendance record.*

Name

Address

Daytime contact number

Is this person your present or previous employer?

Yes     No

If you answered 'no' to the above question, in what capacity does the referee know you?

.....

*References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*

Yes     No

Name

Address

Daytime contact number

Is this person your present or previous employer?

Yes     No

If you answered 'no' to the above question, in what capacity does the referee know you?

.....

*References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*

Yes     No

**A7. Relationship to existing council employees or councillors**

*If you have any personal relationship to any Wirral Councillor, member of a committee of the council or employee of the council, please give their name and relationship. Any approach to Councillors or other employees to influence a selection decision will disqualify you. This does not stop a Councillor or employee giving a reference*

<b>A8. Education</b>		
<i>Please tell us about your education, beginning with the most recent.</i>		
Date From	Date To	Name of School, College or University

<b>A9. Educational and professional qualifications</b>		
<i>You must complete this section if some kind of educational attainment is stated as an essential or desirable attribute on the employee specification (M23). You may include relevant training courses and membership of professional bodies.</i>		
Type of Qualification & Level e.g. GCSE 'O' level	Full Title of Subject Taken & Title of Examining Board	Grade or Mark

**A10. Your availability**

Please tell us when you are not available for interview in the 6 weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated.

**A11. Driving or car ownership status**

If the job for which you are applying requires you to drive or carries an Essential Car User allowance please answer the following questions.

Are you a vehicle owner?

Yes  No

Do you hold a full clean current licence?

Yes  No

If No, please give details of any penalties or endorsements

.....

.....

Please state any other type of licence you hold (e.g. HGV)

.....

**A12. Declaration**

The details given by me are correct to my knowledge and belief. I understand that canvassing will automatically disqualify my application. I also understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document.

Signature

Date

**For office use only**

EO Interview

Yes  No

Shortlist

Yes  No

Reference one

Requested  Returned

Reference two

Requested  Returned

Medical check

Requested  Returned

CRB check

Basic  Standard  Enhanced

Requested  Returned

The Metropolitan Borough of Wirral is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation.

To help monitor and improve our Equal Opportunities policy, please complete the following information. This section will be detached and stored separately to ensure that your application is dealt with impartially.



<b>Title of the job applied for</b>			
			<b>Ref:</b>
<b>B1. Please repeat your personal details -</b>			
Title	Address &		
Last name	Postcode		
First name(s)			
Date of Birth			
Marital Status	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>B2. Recruitment Analysis</b>			
<i>The Council operates a policy of equal opportunity. To assist the monitoring of this policy and for that purpose only, please tick the relevant ethnic origin. Please tick appropriate category. If you are in an 'Other background' category please state what it is.</i>			
White	<input type="checkbox"/> British		
	<input type="checkbox"/> Irish		
	<input type="checkbox"/> Any Other White Background*		
Mixed	<input type="checkbox"/> White & Black-Caribbean		
	<input type="checkbox"/> White & Black-African		
	<input type="checkbox"/> White & Asian		
	<input type="checkbox"/> Any Other Mixed Background*		
Asian or Asian-British	<input type="checkbox"/> Indian		
	<input type="checkbox"/> Pakistani		
	<input type="checkbox"/> Bangladeshi		
	<input type="checkbox"/> Any Other Asian Background*		
Black or Black-British	<input type="checkbox"/> Caribbean		
	<input type="checkbox"/> African		
	<input type="checkbox"/> Any Other Black Background*		
Chinese	<input type="checkbox"/> Chinese		
	<input type="checkbox"/> Any Other Ethnic Group*		

**B3. Disability**

*The Council takes a positive approach in the selection of people with disabilities, including interviewing all disabled persons who meet the essential selection criteria. The Disability Discrimination Act 1995, defines disability as “a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out normal day to day activities”.*

Do you consider that you have a disability? Yes  No  (tick the appropriate box)

If ‘yes’ please provide details of any adjustments we might need to make in order to fulfil your needs at interview or in the workplace.

**B4. Criminal convictions**

*Have you been fined, sentenced to imprisonment, discharged on payment of costs or had any order made against you by a criminal, civil or military court, or public authority, or is any action pending. Motoring offences, except for parking offences, should be included.*

*Disclosure will not automatically discount you from interview. The Council will consider all applications on their merits, only taking into account convictions considered to be relevant to the job applied for. Under the Rehabilitation of Offenders Act 1974, you are not obliged to declare any spent convictions unless the post is subject to a Criminal Records Bureau Check. **This post is subject to the following CRB check:***

Basic  Standard  Enhanced

**If the post is subject to a CRB check please read the enclosed Disclosure of Criminal Records Policy to ensure that you declare relevant information.**

**B5. Source of Application**

*In order to improve the way in which we advertise in future, please tell us how you found out about this vacancy:*

- |  |  |
|--|--|
| <input type="checkbox"/> Job Centre                  | <input type="checkbox"/> Newspaper or other publication* |
| <input type="checkbox"/> Internal Personnel Bulletin | <input type="checkbox"/> Internet/Intranet*              |
| <input type="checkbox"/> One Stop Shop               | <input type="checkbox"/> Other*                          |
| <input type="checkbox"/> Personal recommendation     | *Please give details:                                    |

**B6. Confirmation of Declaration** *The details given by me are correct to my knowledge and belief. I understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document*

Signature

Date

## **SECTION 2: SAFER RECRUITMENT AND VETTING PRACTICE**

### **INTRODUCTION**

The School is committed to safeguarding the welfare of children and vulnerable adults. We ensure our recruitment policies and practices are robust and contain the necessary measures to enable us to employ a workforce that will fulfil its roles and responsibilities with full regard to this commitment. For clarity, “children” are defined as those under the age of 18, and “vulnerable adults” are broadly defined as those people covered by the Community Care legislation, including adults with physical or learning disabilities or those being supported because of mental ill health and/or addiction.

### **THE BICHARD INQUIRY**

The Bichard Inquiry, led by Sir Michael Bichard, was commissioned by the Home Office in December 2003, following the conviction of Ian Huntley for the murders of the two Soham schoolgirls, Holly Wells and Jessica Chapman.

The inquiry investigated matters relating to child protection measures, record keeping, vetting and information sharing. Sir Michael Bichard’s report was published in June 2004, and contained a series of recommendations. The majority of these recommendations fell to the police, Home Office, the Criminal Records Bureau and the Department for Education and Skills to implement. Implementation of the report’s recommendations is ongoing.

### **POSTS REQUIRING CLEARANCE**

BHSC reviews all posts in its establishment. It identifies and maintains a list of posts requiring CRB clearance and those that do not. A process also exists for identifying and recording this requirement when creating new posts. Upon identification of the status of all posts, an indicator is included against that post on the School’s Central Record.

### **ASSESSMENT AND SELECTION PROCESS**

The following checklist provides the minimum essential requirements when recruiting to such positions, including voluntary and unpaid positions as referred to above:

- That all shortlisted applicants have face-to-face interviews;
- Applicants are asked specific questions at interview examining attitudes towards children, young people, or vulnerable adults (as applicable);
- There is effective scrutiny of the information provide by applicants, such as references, gaps in employment or educational history;
- Discrepancies and qualifications are checked and followed up;
- With regard to overseas staff, the same checks will be made as for all other staff, but should additionally include a certificate of good conduct from their home police force or embassy, as well as from other countries where they have worked. CRB disclosures do not detail offences committed abroad.
- Applicants receive an induction and appropriate training in Child Protection issues; and
- Applicants’ attitudes and behaviour should continue to be monitored or supervised post-appointment.

## **THE PRE-EMPLOYMENT CHECKING PROCESS**

Following the offer and acceptance of employment, employees do not commence working for BHSC until full clearances have been received and checked by BHSC, other than in exceptional circumstances (see below). This relates not only to CRB clearance, but also to qualification checks, List 99 checks, medical clearance, verification of entitlement to work in the UK (Asylum & Immigration Act) and receipt of satisfactory references. This also applies to internal appointments, in that staff should not transfer to a post requiring CRB clearance, until such clearance has been received.

There would need to be exceptional and justifiable circumstances for employment to commence prior to CRB clearance. Such a decision is only taken by the Headteacher, following risk assessment. There is a record of this process and decision, including "sign off" by the Headteacher, which ensures audit and accountability of the judgement. The judgement is an assessment of the risk versus the consequences of the decision. For positions covered by List 99 provisions, employment must never commence prior to the List 99 check being completed. Furthermore, the employee must never commence prior to the submission of their completed disclosure application to the CRB.

### **Risk Assessment - Key Questions for Consideration**

1. What are the reasons for considering commencement of employment prior to receiving clearance?

*This should not be a natural default position, and should be exceptional and clearly linked to the circumstances identified in response to question 2 below.*

2. What would be the consequences to service delivery, of waiting until clearance is received?

*Again, these should be exceptional and have a demonstrable substantial impact on service users (e.g. partial or full school closure). You should be able to demonstrate how you have used effective planning to avoid/minimise this disruption, and clearly show where this has been unavoidable.*

3. If the employee commenced in their role, what would be their normal level of access to children/vulnerable adults?

- i) Unsupervised access one-to-one
- ii) Unsupervised access to a group

*Neither of these would be acceptable arrangements in any circumstances during this "waiting period".*

- iii) Supervised access one-to-one
- iv) Supervised access to a group
- v) No direct access, but based within premises

*If an employee does commence employment prior to clearance being received, their access must be supervised at all times. The level of risk declines as the list progresses, however, there continues to be a risk with each of these scenarios.*

4. Has the employee left employment to take up the post?

*The employee themselves runs a risk if they leave existing employment to take up a post that remains subject to clearance. This should be made clear to them.*

5. Is there previous satisfactory CRB clearance documentation available?

*If a previous disclosure/verification of clearance is available, consider how recent it is and whether the employee has continued to work for that employer continuously since then. This **does not** offer any guarantee of current clearance, however, it may reduce the likelihood of convictions, complaints, investigations, etc., having occurred in the intervening period. See also "Portability", paragraphs 18-19.*

6. Are the other checks and clearances in place?

*Again, the existence of other checks and clearances does not eliminate risk, or conclusively verify a candidate's suitability to commence employment. However, a candidate for whom we have verified qualifications, reliable references from existing employer, and has provided a complete employment history, etc., is potentially less of a risk than someone for whom we have not yet completed any checks with regard to identity or background, or who has gaps in employment/education history.*

If a decision is taken to commence an employee prior to receiving clearance, their contract of employment remains subject to this condition being met. The employee must have completed and submitted their completed disclosure application to the CRB. The application's progress within the CRB system should be checked and monitored on a regular basis.

As referred to above, robust and reliable supervision arrangements are in place during the "waiting period". BHSC ensures the employee is clearly notified of the supervision arrangements that are in place. The situation is checked and monitored at least every two weeks. The Headteacher remains accountable during this time, until the clearance is received, checked and suitability confirmed.

## **PORTABILITY**

The CRB does not endorse the use of portability, i.e. the re-use of a CRB disclosure obtained for a position in one organisation and later used for another position in another organisation. A disclosure carries no formal period of validity and only reflects information that was available at the time of its issue. As a responsible employer, BHSC will therefore exercise caution in the portability of disclosures. Portability carries a risk and is only considered as part of an overall risk assessment process, and reserved for exceptional circumstances. Further information on the limitations and risks of portability can be obtained from the CRB.

As part of the risk assessment process (see paragraphs above), the following guidelines are given:

In relation to permanent appointments, or those expected to last in excess of six months, an employee may commence employment with relevant risk-control measures, upon sight of an enhanced disclosure that is less than two years' old. A new disclosure must be applied for, and the contract will remain subject to this requirement.

For short-term appointments, such as the use of agency staff, the enhanced disclosure should not be accepted if it is more than one year old. If the use of the individual is expected to recur, a new disclosure should be applied for.

## **CHECKING AND RE-CHECKING OF EXISTING EMPLOYEES**

There are various elements to the process of checking and re-checking existing employees. BHSC has determined that the following will apply:

- i) All existing employees who transfer from a post that does not require clearance, to one that does, will be subject to an enhanced CRB check.
- ii) Any employee employed within a post that has been identified as requiring CRB clearance, who since 2002 has been subject to a standard disclosure, should now be subject to an enhanced disclosure.
- iii) The Headteacher may deem at any time that an employee should be subject to an enhanced CRB check, provided that they can justify that the employee has “given cause for concern” and is employed in a position that meets the criteria for working with, or having contact with, children or vulnerable adults.

It is not mandatory for an employee to undergo a CRB check, if they have been and remained in a post identified as requiring clearance, since prior to 2002 (with the exception of circumstances arising under (v) above). The School will, however, encourage and facilitate such checks on a voluntary basis, to ensure maximum management of risk in the protection of children and vulnerable adults.

### **POSITIVE DISCLOSURES**

The term “positive disclosure” refers to a disclosure containing information relating to convictions, cautions, reprimands, etc., plus “soft information” relating to non-convictions, but which police forces deem relevant. If a positive disclosure is received for an employee who has already commenced work, the individual should be immediately withdrawn pending further enquiries.

BHSC ensures that a consistent process for considering such disclosures and for making subsequent judgements regarding an applicant’s suitability for employment is followed.

The following key stages must occur:

- Positive disclosure is passed to HR Officer (LA).
- The HR Officer completes an initial assessment of whether the offence(s) listed are sufficiently serious to cause concern. This assessment will be in accordance with the following checklist:
  - The seriousness and nature of the offence(s)
  - The nature of the appointment
  - Length of time since the offence(s) occurred
  - Number and pattern of offences
  - The applicant’s age at the time
  - Any explanation of the circumstances, that may have already been given
  - Concealment of offences at application stage
- If offences were not declared, this will automatically warrant an interview with the applicant.
- Judgements at this stage will often err on the side of caution.
- If the HR Officer recommends that the offence(s) is not sufficiently serious to warrant an interview, the decision to employ will be signed off by the Headteacher.
- If it is judged that an interview is necessary, this should be undertaken between the Headteacher and the prospective employee. Another officer should be present, such as an appropriate senior manager.

- The meeting is an essential part of the process, as it is necessary to verify that the information contained on the disclosure does indeed relate to the individual concerned. This verification must be sought prior to any judgements being made. There have been occasions where CRB system errors have occurred and information supplied has been wrongly attributed to individuals.
- The disclosure should be discussed with the prospective employee. The discussion will aid the decision-making process, and should again broadly focus around the following:
  - The seriousness and nature of the offence(s)
  - The nature of the appointment
  - Length of time since the offence(s) occurred
  - Number and pattern of offences
  - The applicant's age at the time, circumstances/explanation
  - Concealment of offences at application stage
- Based upon the findings of the interview, the Headteacher will undertake a risk assessment with regard to the suitability of the employee. Judgements regarding suitability are not wholly confined to the disclosure revealing offences against children or vulnerable adults. Other types of offences may render a prospective employee unsuitable. In addition to convictions or cautions, this may also include having harmed or placed children or vulnerable adults at risk of harm; or having exhibited behaviour, which leads to the belief that there may be a child or vulnerable adult at risk of harm in the future.
- The Headteacher should not take the decision in isolation, but will be accountable for it. There should be a clear record made of the decision, bearing the judgement and signature of the accountable Headteacher. This judgement should not contain details of the offences.

## **RECORD KEEPING**

BHSC keeps a single, central record collating when and by whom checks on the identity, qualifications and outcomes of List 99 and CRB checks on staff were made. The appendices to this policy provide guidance and pro-forma for this purpose.

There is a requirement to request full details of CRB checks carried out on staff supplied through an agency and the need for each school to keep a record that checks have been verified, when and by whom.

Information disclosed as part of a CRB check is treated as confidential. The disclosure is kept in secure conditions and is destroyed, by secure means, as soon as it is no longer needed. It should not normally be kept more than six months after the decision is taken.

However, before the disclosure is destroyed, records need to be kept detailing the date the disclosure was obtained, who obtained it, the level of the disclosure and the unique reference number. The Headteacher also records the information that was used to assess suitability, together with a record of the judgement and decision reached.

## **CLIENT ORGANISATIONS**

BHSC takes measures to ensure that client organisations are aware of their obligations under the CRB Code of Practice, and that they adhere to this policy and associated practices when working with the school.

**BHSC Policy Statement (summary)**

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, BHSC complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at the application stage of the recruitment process.

**OTHER SOURCES OF INFORMATION**

Disclosure Application Line 0870 90 90 844

CRB Information Line 0870 90 90 811

Useful websites

[www.crb.gov.uk](http://www.crb.gov.uk)  
[www.dfes.gov.uk](http://www.dfes.gov.uk)  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

[www.disclosure.gov.uk](http://www.disclosure.gov.uk)  
[www.teachernet.gov.uk](http://www.teachernet.gov.uk)

## FLOWCHART – RECRUITMENT

## PROCEDURES

<b>Step 1</b> - Post description agreed - BJ
<b>Step 2</b> - Salary agreed – BJ
<b>Step 3</b> - Deadline agreed – BJ
<b>Step 4</b> - Provisional interview dates agreed - BJ
<b>Step 5</b> - M23 agreed - BJ
<b>Step 6</b> - Interview panel agreed - BJ
<b>Step 7</b> - Advert agreed - BJ
<b>Step 8</b> - Application information pack produced - NH
<b>Step 9</b> - Information pack loaded onto website - NH
<b>Step 10</b> - Advert uploaded to Wirral/school sites - NH
<b>Step 11</b> - Advert sent to publishers - NH
<b>Step 12</b> - Interview questions written to match M23 - BJ
<b>Step 13</b> - Interview model answers produced - BJ
<b>Step 14</b> - All application packs recorded - NH
<b>Step 15</b> - All returned applications are recorded and date stamped - NH
<b>Step 16</b> - All applications are assessed against M23 by at least two members of interview panel (1 must be safe guard trained) - BJ
<b>Step 17</b> - Shortlist agreed - BJ
<b>Step 18</b> - Invitation letter agreed - BJ
<b>Step 19</b> - Interview programme agreed - BJ
<b>Step 20</b> - Applicants contacted by email/telephone - NH
<b>Step 21</b> - Applicants contacted by post - NH
<b>Step 22</b> - References requested - NH
<b>Step 23</b> - References chased before interview - NH
<b>Step 24</b> - Identity checked – RS/HH
<b>Step 25</b> - List 99/ISA check – RS/HH
<b>Step 26</b> - CRB checked – RS/HH
<b>Step 27</b> - All documentation/qualifications checked – RS/HH
<b>Step 28</b> - GTC registration checked – RS/HH
<b>Step 29</b> - All documentation and records collected and stored securely - NH
<b>Step 30</b> - Review of process - BJ