



PRINCE'S MEAD

SAFER RECRUITMENT POLICY AND PROCEDURE 2025-26

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PRINCE'S MEAD SCHOOL RECRUITMENT POLICY

1. INTRODUCTION

Prince's Mead School ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), **Keeping children safe in education (KCSIE)**, Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy and the content of Part three of **Keeping Children Safe in Education (KCSIE)**.

2. DATA PROTECTION

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

3. RECRUITMENT AND SELECTION PROCEDURE

The recruitment and selection procedure at Prince's Mead School is broken down into 5 stages (Annex A):

1. School Preparation
2. Application and Declaration
3. Interview and Offer
4. Pre-appointment checks
5. New joiner induction (detailed in the Induction Policy)

Stage 1: School Preparation

Any advert for a role at Prince's Mead should include the School's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken; the safeguarding responsibilities of the post as per the job description and personal specification; and whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Adverts must be cleared by the Head or Bursar before being placed.

Stage 2: Application and Declaration

All applicants for employment will be required to complete an application form, which can be found on the School's website, containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant if the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided, ideally being discussed at interview. Prince's Mead does not accept a curriculum vitae in place of the completed application form.

Where a role involves engaging in regulated activity relevant to children, the application form should include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. A stand-alone self-declaration form (Annex B) will be provided to every candidate for them to advise on any Childcare Disqualification orders or charges. The candidate will be asked to sign the declaration form confirming that the information they have provided is true – only hard copy signatures will be accepted.

As part of the shortlisting process, and in line with KCSIE, the School will:

- Ensure that at least two people carry out the shortlisting exercise
- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns and seek clarification from candidates where necessary
- Not dismiss or overlook potential concerns; candidates should be asked to provide further information during the interview process
- Consider whether a candidate's online presence is appropriate for someone working in a school environment

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

Stage 3: Interview and Offer

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. All shortlisted applicants will be tested at interview about their suitability to work with children. All notes from the interview should be retained and the selection panel should use the Interview Selection Panel Report (Annex D) to record the decision they have made.

The interview process will involve:

- Exploring the candidate's suitability to work with children and young people
- Discussing any concerns or gaps identified during the shortlisting process
- Where appropriate, involving pupils in the selection process through activities such as a tour of the school, a teaching observation with pupil feedback, or meeting with pupil representatives who can share their views with the interview panel
- Probing any areas of concern identified through online searches or references

At least one member of the selection panel must have received appropriate safer recruitment training (the Head, Bursar, Deputy Head and the HR and Compliance Administrator should all hold this training certificate). This individual is responsible for ensuring that Safeguarding questions (Annex E) are asked during the interview and the notes retained.

Stage 4: Pre-appointment Checks (further detail in Section 4 below)

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- verification of the applicant's identity (where that has not previously been verified) including checking of the name on the birth certificate, marriage certificate or any other official document indicating a change in the applicant's name
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. In line with KCSIE, references will be sought directly from referees and obtained prior to interview wherever possible
- verification of qualifications, whether professional or otherwise, which the School takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not
- verification of the applicant's employment history
- for positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at the School
- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School
- where the position amounts to "regulated activity" (see section 4.4.1 below) the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory
- where the position amounts to "regulated activity" (see section 4.4.1 below) confirmation that the applicant is not named on the Children's Barred List*
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School
- confirmation that the applicant is not disqualified from acting as a trustee/governor or senior manager of a charity under the Charities Act 2011 (if applicable, see section 4.8 below)

- confirmation that the applicant is not disqualified from working in connection with early or later years provision (if applicable, see section 4.9 below)
- verification of the applicant's mental and physical fitness for the role (see section 5 below). In accordance with KCSIE, job applicants can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- verification of the applicant's right to work in the UK; and
- any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

*Separate barred list checks must only be carried out in the following circumstances:

- for newly appointed staff who are engaged in a regulated activity, pending the receipt of an Enhanced Certificate with Barred List information from the Disclosure and Barring Service (DBS) (and where all other relevant checks as per the recruitment and selection procedure have been carried out); or
- where an individual has worked in a post in a school or college that has brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation (and where all other relevant checks as per the recruitment and selection procedure have been carried out).

Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.

Stage 5: New joiner induction

Prince's Mead School has a thorough induction policy and process which can be found detailed in the Induction Policy. All staff are required to be given a mentor on joining who will support them in getting their Induction complete and returned to the HR and Compliance Administrator within a month of joining Prince's Mead.

SECTION 4: PRE-EMPLOYMENT CHECKS

In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) Regulations 2019 the School carries out a number of pre-employment checks in respect of all prospective employees.

In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School.

In fulfilling its obligations, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

4.1 Verification of identity, address, and qualifications

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Annex F (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form.

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

The School asks for the date of birth of all applicants to assist with the vetting of the applicants. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

4.2 References

In line with **KCSIE**, references will be sought directly from referees and requested prior to **offer** wherever possible. This allows any concerns raised to be explored further with the referee and taken up with the candidate at interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children if available. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children and only provide facts of any substantiated safeguarding concerns or allegations including a group of low-level concerns about the same individual that meet the harm threshold as set out in Part 4 of the statutory guidance 'Keeping Children Safe in Education'.

In accordance with **KCSIE**, referees may be asked relevant questions about the candidate's mental and physical fitness to carry out their work responsibilities, to help establish whether they have the physical and mental capacity for the specific role.

Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism". If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record

- whether the applicant has ever been the subject of substantiated disciplinary procedures, allegations and concerns involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired). Any repeated concerns or allegation which do not meet the harm threshold which have all been found to be false, unfounded, unsubstantiated or malicious will not be included in any reference
- whether the applicant could be considered to be involved in extremism

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

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

The School will aim to verify any information with the person who provided the reference. All internal candidates who apply for a new role at the School will have their application assessed in accordance with this procedure. References may be taken up on all internal candidates as part of the application process and can be provided by members of the SLT as the School will be the most recent employer.

4.3 Use of data and confidentiality

Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.

In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully, and will be kept safe and secure e.g. in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.

Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.

The person requesting a reference will be offered the opportunity to see it before it is sent, unless the headteacher decides this is not appropriate; however, the school is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

4.4 Disclosure and Barring Checks

Anyone recruited onto the Staff at Prince's Mead will have a DBS check run on them using the online provider, Atlantic Data. This process is managed by the Bursar and HR and Compliance Administrator.

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

DBS filtering rules

Since 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence

An adult conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- (a) eleven years have elapsed since the date of conviction;
- (b) it is the person's only offence; and
- (c) it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of "specified offences" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over for an offence committed in the United Kingdom will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence

A conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- (a) five and a half years have elapsed since the date of conviction;
- (b) it is the person's only offence; and
- (c) it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 for an offence committed in the United Kingdom will not be disclosed if two years have elapsed since the date it was issued and if it does not appear on the list of "specified offences".

The list of "specified offences" which must always be disclosed

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

4.4.1 Regulated activity

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

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. Regulated activity includes:

- a. Teaching, training, instructing, caring for or supervising if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b. Work for a limited range of establishments (known as 'specified places' which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under a. or b. is a regulated activity only if done regularly (The Safeguarding Vulnerable Groups Act 2006 provides that the work referred to at a. or b. will be a regulated activity "if it is carried out frequently by the same person" or "if the period condition is satisfied". Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than 3 days in any period of 30 days and, for the purpose of the work referred to at a., apart from driving vehicle only for children, it is also satisfied if it is done anytime between 2am and 6am and it gives the person the opportunity to have face to face contact with children). It is expected that all permanent roles at Prince's Mead will fall under the definition of regulated activity.

Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- Relevant personal care, or health care provided by or provided under the supervision of a health care professional (therefore anyone working with our EYFS years):
- Personal care includes helping a child with eating and drinking for reasons of illness or disability in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- Paid work in specified places which is occasional and temporary and does not involve teaching, training; and
- Supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

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

4.4.2 The DBS disclosure certificate

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the School should be arranged as soon as it has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the HR and Compliance Administrator. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day.

Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

In accordance with DBS guidance and data protection requirements, the School does not retain copies of DBS certificates beyond six months after the date of issue. The School records the date of issue, the unique reference number, and the fact that the check was satisfactory on the Single Central Register.

DBS Update Service

The School encourages all staff to register for the DBS Update Service, which allows for ongoing checks to be made without the need for a new DBS certificate. Staff members who are registered with the Update Service must:

- Provide consent for the School to check their DBS status online
- Ensure their registration remains current
- Inform the School immediately if their DBS status changes

Where an existing member of staff moves to a new role within the School that requires a different level of DBS check, the School will conduct a new check even if the individual is registered with the Update Service.

4.4.3 Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure the Head and Bursar have discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed. A risk assessment must be completed to detail that appropriate supervision has been put in place and this assessment should be reviewed every two weeks.

4.5 Applicants with periods of overseas residence

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. This includes obtaining an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

Following the UK's exit from the European Union, the School applies the same approach for all individuals who have lived or worked outside the UK, regardless of the country. The Teaching Regulation Agency (TRA) Teacher Services system no longer maintains records of teachers sanctioned in EEA member states.

In line with KCSIE, the School will:

- Obtain a criminal records check (or equivalent) from the country or countries where the individual has resided for periods of 12 months or more in the last 10 years, while aged 18 or over (although the School recognises that criminal records checks may not be available from some countries)
- For teaching positions, obtain a letter of professional standing from the professional regulating authority in the country where the applicant has worked, confirming they have not imposed any sanctions or restrictions, or are not aware of any reason why they may be unsuitable to teach
- Where this information is not available, seek alternative methods of checking suitability and undertake a risk assessment
- Consider information obtained through these checks alongside other pre-appointment checks when assessing suitability

In accordance with the Education (Independent School Standards) Regulations 2019, the School recognises that while regulations do not specify a minimum period of overseas residence, it considers requests for overseas information on a case-by-case basis, following NSPCC guidance which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years.

These checks could include, where available:

- Criminal records checks for overseas applicants – Home Office guidance can be found on GOV.UK; and for teaching positions
- Obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available, the School will seek alternative methods of checking suitability and or undertake a risk assessment that supports the decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, Prince's Mead will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

Some overseas qualified teachers can apply to the TRA for the award of qualified teacher status (QTS) in England. However, holding a teaching qualification (wherever it was obtained) does not provide suitable assurances for safeguarding purposes that an individual has not been found guilty of any wrongdoing or misconduct, and or is suitable to work with children. Therefore, work can only commence once sufficient overseas information has been received and only if the School has considered that information and confirmed that the applicant is suitable to commence work at the School.

4.6 Prohibition from teaching check

The School is required to check whether staff who carry out "teaching work" are prohibited from doing so. The School uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition, the School asks all applicants for roles which involve "teaching work" (and their referees) to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

It is the School's position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves "teaching work". Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The School carries out this check, and requires associated information, for roles which involve "teaching work". In doing so the School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

In addition, for all appointments made on or after 18 January 2016, where an applicant has carried out teaching work outside of the UK the School will ask the applicant (and their referees) whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the Teaching Regulation Agency Teacher Services system.

4.7 Prohibition from management check

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

The School will carry out checks for such directions when appointing applicants into management positions from both outside the School and by internal promotion.

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

- Head
- Bursar
- Governors
- teaching posts on the senior leadership team
- teaching posts which carry a departmental head or Head of House pastoral role;
- support staff posts on the senior leadership team
- the School will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities.

The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The School will use either, or both, methods to obtain this information.

4.8 Disqualification from acting as a charity trustee or senior manager

Background

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

Who is covered

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. Members of the governing body are trustees and directors of the charitable company Prince's Mead School Trust.

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

Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria (Declaration of Fit and Proper Status at Annex G).

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager. An annual declaration is typically required as part of the statutory annual audit.

4.9 Childcare Disqualification

In line with **KCSIE**, the following provisions apply:

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

4.9.1 Definitions

(a) Early Years Provision (EYP) includes education and childcare for children from birth until 1 September after the child's fifth birthday. This includes relevant full-time and part-time education in school and before and after school care for children in the early years age range.

(b) Later Years Provision (LYP) includes any form of care for a child not in the early years age range (i.e. aged 5 until 1 September following their 8th birthday), which takes place on school premises during or outside of the school day. This includes before school clubs, after-school clubs and holiday clubs for children under 8. It does not include extended school hours for co-curricular learning activities, such as sports activities.

"Childcare" means any form of care for a child, including education and any other supervised activity for a child who is aged 5 or under. In LYP, "childcare" does not include education during school hours but does cover before and after school clubs and holiday provision.

4.9.2 Relevant roles

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

DUCA contains an express statement that cleaners, drivers, transport escorts, catering and office staff are not covered by the Regulations.

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

4.9.3 Grounds for disqualification

The grounds on which a person will be disqualified from working in connection with EYP or LYP are set out in the Regulations. They are not only that a person is barred from working with children (by inclusion on the Children's Barred List) but also include:

- a. having been cautioned (after 6 April 2007) for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas;
- b. various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;
- c. having been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), having been disqualified from any such registration or having had that registration cancelled;
- d. having been refused an application for registration of a children's home or having had any such registration cancelled; or
- e. having been prohibited, restricted or disqualified from private fostering.

4.9.4 Self-declaration form

All applicants to whom an offer of employment is made will be required to complete a self-declaration form confirming whether they meet any of the criteria for disqualification under the Regulations.

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

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

Applicants who have any criminal records information to disclose about themselves must also provide the following information:

- a. details of the order, restriction, conviction or caution and the date that this was made;
- b. the relevant court or body and the sentence, if any, which was imposed; and

- c. a copy of the relevant order or conviction.

Applicants are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see section 4.3.1 above).

For the avoidance of doubt the School does not require applicants to request any criminal records information directly from the DBS. The School only requires applicants to provide relevant information about themselves "to the best of their knowledge".

4.9.5 Waiver of a disqualification

A person who discloses information which appears to disqualify them from working in a relevant role may apply to Ofsted for a waiver of the disqualification. The School may withdraw an offer of employment at its absolute discretion and is under no obligation to await the outcome of an Ofsted waiver application. If a waiver application is rejected the School will withdraw the conditional offer of employment.

4.9.6 Retention of disqualification information

Where a person appointed to a role at the School is found to be disqualified the School will retain any relevant information only for the period it takes for a waiver application to be heard and the decision communicated to the School, after which it will be securely destroyed.

4.9.7 Continuing duty to disclose change in circumstances

After making this declaration staff in a relevant role are under an on-going duty to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct. An annual declaration will be sought from all relevant members of staff.

5. MEDICAL FITNESS

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

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

The School will arrange for the information contained in the Health Questionnaire to be reviewed **by a relevant member of the SLT and discussed with the employee Matron if necessary**. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra- curricular activities, layout of the School etc. If there are any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

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

6. PERIPATETIC STAFF, CONTRACTORS AND AGENCY STAFF

From time to time, Prince's Mead uses third parties to provide services or activities, the safeguarding requirements will be set out in the contract between the organisation (or individual in some cases) and the School.

The School must complete the same checks for peripatetic staff undertaking regulated activity at the School as it does for its own employees. For 3rd party contractors, the School requires written confirmation from the contractor that it has completed these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School, using the standard template. If they are unable to do so, a risk assessment must be undertaken and the individual supervised whilst at the School.

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

The School will independently verify the identity of individuals supplied by contractors or an agency in accordance with section 4.1 above (except only 1 piece of photographic ID is required) and requires the provision of the DBS disclosure certificate before those individuals can commence work at the School.

7. VOLUNTEERS

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

The School will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care. Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

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

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

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

8. VISITING SPEAKERS AND THE PREVENT DUTY

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors' protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain the completion of a Prevent Form providing such formal or informal background information about a visiting speaker as is reasonable in the circumstances, this will be reviewed by the DSL to decide whether to invite and / or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

9. SINGLE CENTRAL REGISTER

The **HR and Compliance Administrator** is responsible for the maintenance a single central record of pre-appointment checks, referred to as the single central record (SCR). The single central record must cover the following people: all staff, including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day; and all members of the governing body.

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

- an identity check, (identification checking guidelines can be found on the GOV.UK website);
- a barred list check;
- an enhanced DBS check requested/certificate provided;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK;
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.
- In addition: the School must record details of the section 128 checks undertaken for those in management positions.

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

The SCR is maintained by the Bursar and is routinely **checked by the Head and Governors**.

10. SAFER RECRUITMENT TRAINING

At least one member of the recruitment panel will have completed formal safer recruitment training. As a measure of good practice, the school will ensure that this training is renewed every 5 years or at least in-line with updated guidance.

Staff and governors involved in the recruitment process will have an awareness of information regarding the following:

- The recruitment and selection process
- Pre-appointment and vetting checks, regulated activity and recording of information
- Other checks that may be necessary for, staff, volunteers and others
- How to ensure the ongoing safeguarding of children and legal reporting duties on employers

11. SAFEGUARDING

For references provided to the school, the candidate's suitability will always be assessed with particular regard paid to their suitability to work with children. The DSL will be consulted where appropriate.

The DSL will recognise the school's duty to disclose safeguarding concerns overrides any other duties to an employee, and ensure the school complies with its safeguarding obligations. The DSL will ensure records are kept of all allegations against staff in line with the most up-to-date version of KCSIE.

For all safeguarding allegations, excluding those proven to be malicious, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, will be kept on the confidential personnel file of the accused member of staff. Accurate information based on these records will be given in response to future requests for a reference, where appropriate. Safeguarding information will not be given in circumstances where the allegation was found to be false, unsubstantiated or malicious – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

[Updated September 2025]

ANNEX A – RECRUITMENT PROCESS GUIDE

SCHOOL PREPARATION FOR RECRUITMENT PROCESS <i>(items in bold need to be retained)</i>		
Stage	Initial	Date
PLANNING <ul style="list-style-type: none"> • Job Description and specification written and agreed by Bursar and Head • Vacancy advertised on Indeed, School Website, TES, Linked In and social media • Application Form and Cover Letter received • Shortlist Review panel with Head/Bursar to chair 		
SHORTLIST <ul style="list-style-type: none"> • Confirm and plan interview timetable with staff • Interview Information sent (confirmed by phone) • Self-declaration forms sent • References Sent • Online Check completed 		
INTERVIEW <ul style="list-style-type: none"> • Confirm interview panel (at least 2 people) • Give each interviewer the interview packs • Complete Doc check on each candidate and take copies (ID, Address, Quals) 		
POST-INTERVIEW <ul style="list-style-type: none"> • Phone successful candidate • Phone un-successful candidates • Offer letter, Employment Contract and Medical Questionnaire sent • Additional references sent and all references checked. • Written acceptance and signed contract received 		
POST OFFER <ul style="list-style-type: none"> • Online DBS check set up on Atlantic Data • Arrange for candidate to come to school to complete DBS check (bring NI number, address for last 5 years, marriage cert etc) • Complete SCR checks 		
PRE-START <ul style="list-style-type: none"> • Send New Joiner Docs • Send HMRC form / new starter checklist • Send induction • Line manager get in touch • Load up onto Engage, Educare etc • Bursar / Head to sign off personnel file • Complete SCR entry 		
FIRST DAY <ul style="list-style-type: none"> • Met by Line Manager • Given Blue Lanyard by Bursar • Go through Induction routine 		
Induction <ul style="list-style-type: none"> • 1 month to complete • Put on payroll software when signed form is back in 		

COMPLETE		
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ANNEX B - PRINCE'S MEAD SELF-DECLARATION FORM

INTRODUCTION

Given that your role involves providing care for pupils under 8, we need to draw your attention to the requirements of the Childcare Act 2006 (Act) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (Regulations) and the related DfE statutory guidance, Disqualification Under the Childcare Act 2006 (DUCA).

It is a criminal offence for a school to employ a person to work in connection with early or later years provision who is disqualified from doing so under the Regulations. It is also an offence for a disqualified person to provide early or later years provision or to be directly concerned in its management.

In order that we can discharge our legal obligations please answer all of the questions below and then sign and date the declaration at the end of this form.

WHAT INFORMATION DO YOU NEED TO DISCLOSE?

The criteria for which a person will be disqualified from working in connection with early or later years provision are set out in the Regulations. They include:

- being barred from working with children (by inclusion on the Children's Barred List)
- having been cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults
- various grounds relating to the care of children, including where an order is made in respect of a child under the person's care.

SPENT AND FILTERED CONVICTIONS

Due to the nature of your work at the School you are obliged to disclose details of all relevant convictions including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974, together with details of any relevant cautions, reprimands or warnings issued from 6 April 2007. Please note that you are not required to disclose information which would be "filtered" by the DBS. For the avoidance of doubt the School is not asking you to obtain criminal records information from the Disclosure and Barring Service. We are asking you to complete the enclosed form to the best of your knowledge only.

DATA PROTECTION

You are required to provide the information requested in this form so that the School can meet its legal obligations. The School will process personal information in accordance with its Staff Privacy Notice. It will only be disclosed to specified members of the School's leadership team and our professional advisers in order to satisfy ourselves that you are not disqualified under the Regulations. Although we will retain Part 2 of this form on your personnel file the remainder of the form will only be retained for as long as is necessary and will be confidentially destroyed once the disqualification checks have been completed and noted on the School's single central register. Where irrelevant information is provided the School will shred this as soon as possible.

ONGOING DUTY OF DISCLOSURE

You are required to disclose to the School any change in your circumstances which may result in you becoming disqualified from working in early or later years provision.

Part 1		
Name	Position	
Please circle either Yes or No for each question on this form. When responding please disclose information relating to offences in the UK but also any equivalent offence overseas. If you circle Yes to any question then please provide the following information in writing: 1. details of the order, restriction, conviction or caution and the date that this was made; 2. the relevant court or body and the sentence, if any, which was imposed; and 3. provide a copy of the relevant order or conviction.		
To the best of your knowledge have you:		
Ever been barred from working with children.	Yes	No
Been convicted of a violent offence against an adult.	Yes	No
From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a violent offence against an adult.	Yes	No
Been convicted of a sexual offence against an adult.	Yes	No
From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a sexual offence against an adult.	Yes	No
Been convicted of a violent offence against a child.	Yes	No
From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a violent offence against a child.	Yes	No
Been convicted of a sexual offence against a child.	Yes	No
From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a sexual offence against a child.	Yes	No
Orders relating to the care of children		
Has an order ever been made relating to a child in your care?	Yes	No
Have your children ever been the subject of a child protection order?	Yes	No
Have you ever been refused an application for registration of a children's home or had any such registration cancelled?	Yes	No
Have you ever been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), been disqualified from any such registration or had that registration cancelled?	Yes	No
Have you ever been prohibited, restricted or disqualified from private fostering?	Yes	No
Part 2		
Declaration		
I confirm that I have completed this form to the best of my knowledge and that I have not knowingly withheld any relevant information. I understand that a failure to disclose relevant information now, or the provision of false information, may result in the termination of my employment or the withdrawal of an offer of employment. I understand that knowingly working in early or later years provision whilst disqualified is a criminal offence.		
I agree to disclose to the School any change in my circumstances which may result in my being disqualified from working in early or later years provision.		
Print:		
Signed:		
Dated:		
Position:		


ANNEX C - ONLINE SEARCHES: RESULTS RECORD

Applicant name:	
Position applied for:	

General questions		
1.	Did the applicant provide information to enable a review of their online profile including social media accounts?	Yes / No
2.	If yes, what information did the applicant provide? Please record any website information and social media handles provided	
3.	Which websites, search engines and social media platforms were searched?	
4.	Was this information provided by the applicant representative of the information obtained when additional search terms were used?	Yes / No
5.	Was any information identified which may be relevant to the applicant's suitability to carry out the role for which they have applied?	Yes / No
6.	Was any information identified which may be relevant to the applicant's suitability to work at the School or in an education setting?	Yes / No
7.	Was any information identified which is of a safeguarding nature?	Yes / No
8.	Was any information identified which may have a negative impact on the reputation of the School?	Yes / No

Search carried out by:	
Date:	
Signed:	

ANNEX D – INTERVIEW SELECTION PANEL REPORT

 PRINCE'S MEAD											
INTERVIEW SELECTION PANEL REPORT											
Job title				Department				Selection process date		Chairperson:	
Name of candidate	Panel members order of preference										
	1	2	3	4	5	6	Panels initial order of preference	Final order of preference after discussion	Appointable (Yes/ No)	Candidate summary	
Appointed candidate								Reserve candidate(s)			

GUIDANCE NOTES

Each individual panel member is asked to make notes during the interviews; the purpose of which is to record his/her assessment of each candidate at the end of the interview in relation to the agreed criteria for the vacancy. This Selection Panel Report is to be used on the day of the selection process to provide a record of these assessments and show the agreed outcome following general discussion on all the candidates.

Enter the names of the panel members and interview candidates on the form in the space provided.

- ◆ When interviewing is complete and before discussions commence, you should note in the space provided the rank orders of each panel member.
- ◆ Through discussion, the Panel is required to identify a final order of preference, which need not necessarily relate directly to the rank orders, although the reasons for the final decision must be noted on the form.
- ◆ It is important that this discussion focuses on assessing the candidates in relation to the selection criteria and considers all other evidence from the selection process, eg including any tests, presentations, references etc.
- ◆ At the conclusion of discussions, the final order of preference should be indicated and you should sign the form.
- ◆ All notes from the day should be returned to the HR and Compliance Administrator for safe keeping.

ANNEX E - SAFEGUARDING QUESTIONS – SAFER RECRUITMENT PROCESS

CANDIDATE:

DATE OF INTERVIEW:

JOB TITLE:

INTERVIEWERS:

DEPARTMENT:

SIGN:

<p>SAFEGUARDING QUESTIONS</p> <p>Have you ever worked or been in an environment with children/young people or vulnerable adults? Please tell me about your experience there.</p>	
<p>What would you do if a child/young person were to approach you about a serious issue, for example to let you know that one of their friends was self-harming?</p>	
<p>How would you respond if you overheard pupils talking about another pupil's body in an objectifying and derogatory way?</p>	
<p>What would you do if you were concerned about a colleague's behaviour towards children?</p>	
<p>How would you describe the relationship that you would expect to have with the pupils in the school?</p>	
<p>Do you have any criminal convictions? If yes, what are they?</p>	
<p>Do you have anything you wish to declare now in light of the requirement for a DBS (criminal records) check?</p>	
<p><i>If necessary, check any gaps in education & employment history: I note from your application form that the period between XXX and XXX is not accounted for. Could you tell me where you were doing during this period?</i></p>	
<p>What salary are you on now? What are your salary expectations?</p> <p>Notice period? Availability to start?</p>	

ANNEX F – LIST OF VALID IDENTITY DOCUMENTS

Group 1: Primary identity documents

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

Group 2a: Trusted government documents

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

Group 2b: Financial and social history documents

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

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

ANNEX G - HMRC 'FIT AND PROPER PERSON' DECLARATION

Name of organisation in full:	Prince's Mead School Trust
Name of individual:	
Role in the organisation:	Governor (i.e. charity trustee)
Home address	
Previous address if moved in past 12 months	
DoB	
National Insurance number	

I, the undersigned, declare that:

- I am not disqualified from acting as a charity trustee.
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent).
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft.
- I have not used arrangements notified under the Disclosure of Tax Avoidance Schemes ("DOTAS") rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, where the arrangements featured charitable reliefs or which used a charity, and where my tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- I have not used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) where such counteraction has become final.
- I have not been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and I am not:
 - a promoter named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014, or
 - a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final, or
 - a promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- I am not an undischarged bankrupt.

- I have not made compositions or arrangements with my creditors from which I have not been discharged.
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
- I have not been disqualified from serving as a company director.
- I will at all times seek to ensure the School's funds, and charity tax reliefs received by this organisation, are used only for charitable purposes.

Print Name	
Sign	
Date	

If you have signed this declaration but want to make any information known or clarify any points please add them in the space below.