EFFINGHAM
CRANMORE • ST TERESA'S

# EFFINGHAM SCHOOLS TRUST

# Safer Recruitment Policy

## General

The Effingham Schools Trust (the "Trust") endeavours to ensure a loving community where we all care for and respect one another. One of our goals is to create a stimulating learning environment where academic study and intellectual pursuits are cherished, valued and celebrated.

Fulfilling these aims requires well-qualified and dedicated teaching and support staff at all of our schools. This policy outlines the processes carried out by the Trust to support our commitment to safeguarding and promoting the welfare of children.

The Trust is committed to recruiting staff that share and understand our commitment to ensuring that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

The Trust includes two schools (referenced as "The Schools" within this policy:

- Cranmore, Epsom Rd, West Horsley, Surrey. KT24 6AT ("Cranmore")
- St Teresa's School (incorporating Effingham Sixth Form) Beech Ave, Effingham, Surrey RH5 6ST ("St Teresa's")

### Scope of this Policy

All staff are recruited and employed by the Trust. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as any person working at the Schools whether under a contract of employment, under a contract for services or otherwise, including volunteers.

In the case of agency or contract workers, the Schools shall obtain written confirmation from the agency or company that it has carried out the appropriate checks on the named person. Generic statements will not be accepted. The Schools conduct identity checks on agency and contract workers on arrival in the Schools and, in the case of agency workers, the Schools must be provided with a copy of the DBS check for such staff.

Statutory Safer Recruitment checks will be completed for any staff who TUPE transfer into the Trust's staff and will need to undergo the safer recruitment checks in accordance with the statutory requirements.

### Process Overview

The processes outlined in this policy are designed to deter and detect unsuitable applicants for all jobs including volunteers.

The order and process of recruitment is as follows:

- Identifying a staffing need
- Sharing the need to appointment with Senior Leadership Team of the Schools.
- Approval of appointment by the Trust
- Creating job description and person specification. In case of a self-employment opportunity a description of the role within the Schools.
- Publicising the post including application packs containing the specific School's Safeguarding documentation
- Short-listing applicants
- Reference, application and disclosure scrutiny
- Planning interview
- Interviews, tours and recruitment activities (relevant checks will be made at this stage)
- Discussions followed by selection of most appropriate candidate
- Offer made subject to enhanced DBS (as required) and satisfaction of all other legal requirements
- Employment documentation including contract and joiner forms sent
- Induction

**Publicising the post**

The Chief Executive Officer / Schools' Heads will decide the method of publication, including whether to advertise locally or nationally. The post should also be advertised on the Schools website and placed in the staffrooms of each School.

The advertisement will be approved by the relevant Heads before publication. The advertisement will always make clear:

- The name of the School
- Our location
- Our type of school (GSA/Day/Boarding/Girls/Boys/Age range/)
- Whether suitable for an ECT, making it clear we run a recognised ECT Induction Programme
- Clear information as to whom to contact for details of the post including email address and/or website details
- Clear direction to complete a Trust approved application form along with letter of application
- A clear statement that the Trust is committed to safeguarding and promoting the welfare of children and that applicants must be willing to undergo child protection screening including an enhanced check with the Disclosure and Barring Service.
- A statement of our Catholic Foundation Status
- Our registered charity number(s)
- The closing date for applications

In regards to self-employed opportunities the Schools may seek out individuals or companies to provide a service. In these cases, while publication may not be required the application process must still be followed.

**Information in the Application Pack**

The Recruitment Manager or the Head's PA will be responsible for ensuring that the recruitment process is completed in accordance with this policy.

The Job Description must contain the statement regarding the Trust's commitment to safeguarding children.

The Person Specification will include reference to the applicant's motivation and ability to create and maintain appropriate relationships and personal boundaries with children.

The applicant will be given access to the application information pack. This may be sent directly or downloaded from the website. It will **include: -**

- A Job Description
- A Person Specification
- An Application Form
- School Prospectus or Background information
- Safeguarding – Child Protection Policy
- Privacy statement
- Equal Opportunities Monitoring Form

**Job Description**: This will clearly state

- The main duties and responsibilities of the post
- The individual's responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

**Person Specification**: This will include

- The qualifications and experience required
- Any requirements needed to perform the role in relation to working with children and young people
- Description of competences and qualities the successful candidate should be able to demonstrate

It should be stated than any relevant issues arising from references will be taken up at interview.

**Application Form**

Candidates must be advised (by the advertisement and Recruitment Manager/Head's PA) to complete the Application Form. The Trust will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted as a substitute for completed Application Forms. The Application Form will be available on the website and via email or hard copy. Incomplete application forms will be rejected.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

Two references must be received before the candidate attend interview. In exceptional circumstances, if the reference has not been received in time, the Recruitment Manager/Head's PA will call the referee to confirm identity.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS

## Application Selection Process

### Application Shortlisting

All completed Application Forms are assessed against the person specification and job description requirements. The relevant Head or Director of Operations, supported by relevant staff will short list based upon the information given in the Application Form and covering letter.

Once candidates have been short listed, they will be invited to interview, and referees will be contacted (in advance of interview).

Shortlisted candidates should be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

Applicants will be asked to provide details of their public social media accounts on the application form. These accounts will be reviewed as part of the recruitment process.

### References

References from two referees will be requested; one must be the current employer or most recent employer if not currently employed. A Job Description and details about the School must accompany the Reference Request Form. There is a section contained in the Form which allows the referee to comment on any allegations, disciplinary action or expressed concerns about the candidate's behaviour towards children.

Referees will be contacted by email or telephone. References will be accepted by email, or hard copies signed by the referee. Open references will not be accepted. **All references will be followed up with a telephone enquiry by the Recruitment Manager/Head's PA to ensure they are genuine.**

Two references should be obtained before the candidate attend interview. In exceptional circumstances, if the reference has not been received in time, the Recruitment Manager/Head's PA will call the referee to confirm identity.

### Interview

All formal interviews will have a panel of at least two people led by a designated senior member ("Interview Lead") of staff. In line with best practice at least one person on the panel will have undertaken safer recruitment training. The Chair of Governors should lead the panel for any Governors' appointments. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Interview Lead as to whether or not an interviewer should withdraw from the panel. Should the Interview Lead have a conflict of interest, the other member of staff shall decide whether the Interview Lead should withdraw from the panel.

Those candidates who are selected for interview will be given a face-to-face interview by a member of the Senior Leadership Team and at least one other member of staff. In the case of an overseas candidate, or a candidate who resides a long distance, it would be expected that a video interview would occur. The email calling a candidate to interview will indicate that his/her suitability to work with children will be explored during interview.

Interviewers will meet prior to the interview to consider the issues to be explored and who will ask about each of those. A template of issues and questions will be produced and filled in for each candidate when they are interviewed.

Candidates will also be asked to bring in proof of identification, qualifications, ability to work in the UK, current enhanced DBS (if applicable) and teaching status (in the case of teachers).

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them at least three documents confirming their name and date of birth.

1. A valid passport
2. A current driving including a photograph and current address
3. A utility bill or financial statement issued within the last three months showing their current name and address
4. Where appropriate any documentation evidencing a change of name *In accordance with the Gender Recognition Act 2004, the DBS have a process to allow applicants to disclose previous gender/name information to the DBS only. This information does not need to be revealed on the DBS certificate. This is known as the `Sensitive Applications Process'.*
5. Where the candidate is not a citizen of the United Kingdom, proof of entitlement to work and reside in the UK, in the form of a visa, share code or biometric passport.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

**For candidates whose interviews cannot take place in person, either as they are from overseas or live far away, these can take place by teams video call, and there are two options regarding checking of their ID:**

**Option 1: The ID checker must be in possession of the physical documents**. These can be posted to the ID checker by the candidate in advance of the teams' video call. A record must be kept of why the ID check could not be done in person, along with a record of the documents used to validate the identity

**Option 2: If the ID checker cannot be in possession of the physical documents,** the documents must be presented on screen during the team video call and the details of the documents, must be recorded and stored at the time of the teams ID check. The physical documents must be presented to the ID checker on the first day of employment. The ID checker must record the date the ID check was completed in person and cross reference the details recorded from the video link ID check.
A record must be kept of why option one was not possible, along with a record of the documents used to validate the identity, for a minimum of 2 years.

Short listed candidates with a disability will be able to inform the Schools of any necessary reasonable adjustments or arrangements to assist them when invited to interview.

**During the interview, any gaps in employment history will be explored**

On the day of the interview, candidates will be asked to do a range of activities which may include:

- teaching a lesson
- touring the school

- in tray exercises
- discussions with members of staff and pupils

Information from the activities with the candidate over the course of the day of interview, will be considered and form part of the decision-making process.

One member of the appointment panel will have completed the Safer Recruitment Training and will be responsible for addressing the Child Protection Safeguarding questions/discussion in the interview.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

**DBS**

The Schools require an enhanced DBS, with a satisfactory result, to be completed for the successful applicant. The successful applicant is required to comply with instruction from the Schools to enable an enhanced DBS to be completed. Additionally, successful applicants should be aware that they are required to notify the Schools immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

**DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have been no changes since the issue of a disclosure certificate. A barred list check will still be required.

The Trust takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the relevant Head or Director of Operations immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may have received.

Staff and/or successful candidates who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in these areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the relevant Head or the Director of Operations for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light retrospectively.

If the candidate is currently working with children, on either a paid or voluntary basis, the Schools will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the Schools will ask the previous employer about those issues. Where neither the current nor previous employment has been involved working with children, the Schools will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the Schools may request character references which may include references from the candidates school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the Trust if they have been appointed, and a possible referral to the police and/or DBS.

**Expenses**

The Schools will offer to pay all reasonable expenses.

**Making Appointments**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);

2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;

3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;

4. For a candidate to be employed as a Teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
    a. Planning and preparing lessons and courses for pupils
    b. Delivering and preparing lessons to pupils
    c. Assessing the development, progress and attainment of pupils
    d. Reporting on the development, progress and attainment of pupils.

5. Verification of professional qualifications, where appropriate;

6. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);

7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the Trust may consider appropriate so that any relevant events that occurred outside the UK can be considered;

8. In addition, the Trust will make further checks where appropriate so that any relevant events that occurred outside the UK can be considered. These further checks will include a check for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed.

9. Confirmation from the successful candidate that he / she is not disqualified from providing childcare under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. Or receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018; and,

10. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on

Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department

The data from such checks will be recorded within the Single Central Register.

It is the Trusts practice that successful candidates must complete a Pre-employment Health questionnaire. The information contained in this questionnaire is held by the Schools Medical Centre and in their HR file in confidence. The information will be reviewed against the Job Description and the Person Specification for the particular role, together with details on any other physical and mental requirement of the role. i.e. proposed workload, extra-curricular activities and layout of the Schools.

The Trust is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering if reasonable adjustments can be made.

**Induction of Newly appointed staff**

All staff, including self-employed individuals and volunteers who are appointed or engaged will undergo an induction program.

An induction programme exists for new teaching staff and overseen by the Senior Leadership Team of the Schools. Line Managers oversee the induction of administration and support staff. Safeguarding training will be provided by a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

The purpose of this induction is to:

- Provide training and information about Trust policies and procedures;
- Support individuals in a way that is appropriate for their role
- Confirm the conduct expected of Trust Staff
- Provide opportunities for a new member of staff to discuss any issues or concerns
- Enable the person's line manager or mentor to recognise any issues or concerns about the person's ability or suitability at the outset and address them immediately

**Retention and Security of Records**

The Schools will comply with their obligations regarding the retention, storage and disposal of records in accordance with the DBS Code of Practice and the Trust's Data Protection Policy.

Unsuccessful applications will be retained for six months following the closure of the recruitment process.

DBS certificate information will not normally be retained for longer than six months after a recruitment decision has been made, unless there is a lawful reason for longer retention. A record of the DBS check, including the certificate number, level of check, date of issue and recruitment decision, may be retained in accordance with safeguarding and employment record requirements.

**Monitoring of Policy**

This policy will be reviewed annually in line with changes from Keeping Children Safe in Education.

**APPENDIX 1**

## Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance “Disqualification under the Childcare Act 2006 ”.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School’s normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:
murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud. If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

**APPENDIX 2**

## Recruitment Data protection privacy notice

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact.

You are being sent a copy of this privacy notice because you are applying to work with us (whether as an employee, worker, or contractor). We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### 1. Who collects the Information

The Effingham Schools Trust (the "Trust) is a 'controller' in relation to personal data and gathers and uses certain information about you. This means that we are responsible for deciding how we hold and use your personal information.

The Trust includes two schools:

Cranmore, Epsom Road, West Horsley, Surrey KT24 6AT ("Cranmore")

St Teresa's School, Beech Avenue, Effingham, Surrey RH5 6ST ("St Teresa's)

These two schools are referenced as "The Schools" within this policy.

### 2. Data Protection Principles

We will comply with the data protection law and principles when gathering and using personal information, as set out in our Staff Data Protection Policy. This means that your data will be:

Used lawfully, fairly and in a transparent way.

Collected only for valid purposes that we have clearly explained to you and not used in a way that is incompatible with those purposes.

Relevant to the purposes we have told you about and limited only to those purposes.

Accurate and kept up to date.

Kept only as long as necessary for the purposes we have told you about.

Kept safely and securely.

## 3. About the Information we collect and hold

The table in Part 1 of the Schedule below summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part 2 of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## 4. Where Information may be held

Information may be held on school premises in our filing systems and on our servers. It may also be held on our behalf by third party agencies, service providers and representatives.

## 5. How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the Schools. If there is a lawful reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful and you join the Schools, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Staff Privacy Notice.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## 6. Your data rights to correct and access your information and to ask for it to be erased

Please contact the Director of Operations if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have other rights including the right to ask for information we hold and process to be erased (‘the right to be forgotten’) or not used in certain circumstances. Our Director of Operations will provide you with further information about your data rights, if you ask for it. You may also want to read the Staff Privacy Notice which provides more detail on this.

## 7. Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## 8. How to complain

The Director of Operations oversees compliance with this privacy notice. We hope that the Director of Operations can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/ or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

## SCHEDULE ABOUT THE INFORMATION WE COLLECT AND HOLD

### Part 1 – Up to and including the shortlisting stage:

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|---|---|---|---|
| **Your current and any former names, title, date of birth, gender, national insurance number, and contact details (i.e. current address, home and mobile phone numbers, email address)** | From you | Legitimate interest: to carry out a fair recruitment process<br><br>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages | To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome<br><br>To inform the relevant manager or department of your application |
| **Details of your qualifications, experience, employment history (including job titles,** | From you, in the completed application form | Legitimate interest: to carry out a fair recruitment process | To make an informed recruitment decision<br><br>Both the person making the shortlisting decision and, if you are invited for |

| | | | |
|---|---|---|---|
| **salary and working hours) and interests** | and interview notes (if relevant) | Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit | interview, the interviewer will receive these details. |
| **Your name, contact details and details of your qualifications, experience, employment history and interests** | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: to carry out a fair recruitment process<br><br>Consent (if given): if you are unsuccessful in your application, your details may be passed on to an associated School to see if they have any suitable vacancies | To see whether an associated School has any suitable vacancies |
| **Information about you that is publicly available online through online searches** | From standard online searches using a web browser, website, or social media platform. | Legitimate interest: to form part of the school's wider safeguarding due diligence.<br><br>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit.<br><br>To comply with our legal obligations including those contained in the statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE). | To make an informed recruitment decision.<br><br>The member of staff carrying out the search, if not involved in the decision-making process, may share any relevant information related to suitability with the individuals who will be interviewing. This way the decision makers will only have the relevant information that may need to be addressed at interview and will not be exposed to other information).<br><br>Search results will be reviewed and, if appropriate, explored with the applicant at interview.<br><br>To comply with legal/regulatory obligations.<br><br>For further information, see * below |
| **Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs** | From you, in a completed anonymised equal | To comply with our legal obligations and for reasons of substantial public interest (equality | To comply with our equal opportunities monitoring obligations and to follow our equality and other policies<br><br>For further information, see * below |

| | | | |
|---|---|---|---|
| | opportunities monitoring form | of opportunity or treatment) | |
| **Details of your referees** | From your completed application form | Legitimate interest: to carry out a fair recruitment process<br><br>To comply with our legal obligations to request references | To carry out a fair recruitment process<br><br>To comply with legal/regulatory obligations<br><br>Information shared with relevant managers, HR personnel and the referee. |
| **Criminal Record Information or information that would make you unsuitable to work with children** | From your self-declaration form | Legitimate interests: to carry out a fair recruitment process including giving candidates the opportunity to discuss their disclosure with the School before a DBS check is obtained.<br><br>To comply with our legal obligations including those contained in the statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE).<br><br>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty) | To make an informed recruitment decision and given candidates the opportunity to discuss their disclosure with the School.<br><br>To comply with legal/regulatory obligations<br><br>For further information, see * below |

## Part 2 – Before making a final decision to recruit

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|---|---|---|---|
| **Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time keeping and attendance, the reason you left your current or most recent post, and facts of any substantiated safeguarding concerns/allegations that meet the harm threshold under the statutory guidance *"Keeping Children Safe in Education" (KCSIE)*, from references obtained about you from previous employers and/or education providers ☐** | From your referees (details of whom you will have provided) | Legitimate interest: to make an informed decision to recruit<br><br>To comply with our legal obligations including those contained in the statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE).<br><br>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice | To obtain the required reference about you<br><br>To comply with legal/regulatory obligations<br><br>Information shared with relevant managers and HR personnel |
| **In respect of applicants for teaching positions who have lived or worked outside the UK, information about any sanctions or restrictions and/or any circumstances impacting your suitability to teach** | From a letter from the professional regulating authority in the country (or countries) in which you have worked | Legitimate interest: to make an informed decision to recruit<br><br>To comply with our legal obligations including those contained in the statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE).<br><br>Legitimate interests: to maintain | To comply with legal/regulatory obligations<br><br>Information shared with relevant managers and HR personnel<br><br>Information shared with DBS and other regulatory authorities as required |

| | | | |
|---|---|---|---|
| | | employment records and to comply with legal, regulatory and governance obligations and good employment practice | |
| **Information regarding your academic and professional qualifications** | From you, from your education provider, from the relevant professional body | Legitimate interest: to verify the qualifications information provided by you<br><br>To comply with our legal obligations | To make an informed recruitment decision |
| **Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, where appropriate, overseas criminal records checks** | From the Disclosure and Barring Service (DBS)<br><br>From overseas jurisdictions in accordance with Home Office guidance<br><br>In respect of agency and third-party staff (supply staff), from any agency or third party organisation<br><br>In respect of fee-funded trainee teachers, from the initial teacher training provider | To perform the employment contract<br><br>To comply with our legal obligations<br><br>Legitimate interest:<br><br>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty) | To make an informed recruitment decision<br><br>To carry out statutory checks<br><br>Information shared with DBS and other regulatory authorities as required<br><br>For further information, see * below |

| | | | |
|---|---|---|---|
| **Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information** | From you and, where necessary, the Home Office | To enter into/perform the employment contract<br><br>To comply with our legal obligations<br><br>Legitimate interest: to maintain employment records | To carry out right to work checks<br><br>Information may be shared with the Home Office |
| **A copy of your driving licence** | From you | To enter into/perform the employment contract.<br><br>To comply with our legal obligations.<br><br>To comply with the terms of our insurance | To make an informed recruitment decision.<br><br>To ensure that you have a clean driving licence.<br><br>[Information may be shared with our insurer. |

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked above to us to enable us to verify your right to work and suitability for the position.

---

Created: 18 September 2019 VLO SKA NME KBA KJO SCR
Reviewed and Updated:
3 September 2020 VLO SKA KBA KJO
16 September 2021 VLO JTY KBA SKA
19 September 2022 VLO JTY KBA SKA
01 November 2023 JTY KBA *(changes to number of references required, equal opportunities and DBS update service, appendix 1 and 2 added).*
01 September 2024 JTY KBA reviewed no changes
*01 September 2025 KBA (changes to ID recruitment on-line checks)*
*01 September 2026 KBA*