



St John's
School Billericay

RECRUITMENT PACK

DATE: July 2019

Those responsible:

Mr A Angeli - Headteacher

Miss B Raynard

To be reviewed : July 2020

Recruitment Pack Contents

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1. STATEMENT TO BE USED IN ALL ADVERTISEMENTS

St Johns is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

2. LETTER IN RESPONSE TO EXPRESSION OF INTEREST

Dear {}

Thank you for your expression of interest in the position of {} at St Johns School.

Please find enclosed:

- The Application Form and explanatory notes about completing the form and the recruitment process.
- A Job Description and Person Specification.
- Equal opportunities monitoring form.
- St Johns Child Protection Policy Statement.

To be considered for the post please return the completed Application Form, no later than {date}. We expect to be calling candidates to interview from/on {date}.

If you have a disability and need any assistance with the application process, or require the Application Form in large font please contact {} who will be happy to help with this. **[Please note that where possible it would be better for this to be directed to an individual not involved in the recruitment decisions]**

If you have any questions or would like any further information about the position please feel free to contact me.

Yours sincerely

Mr A Angeli

Headmaster

3. APPLICATION FORM

Position applied for:			
Personal Information			
1. Personal details			
Title :	Forename(s):	Surname:	
Address:		Former name: (including maiden name)	
Postcode:		Preferred name:	
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.			
Previous address:		Previous address:	
Postcode:		Postcode:	
Length of time at address:		Length of time at address:	

Contact details Home telephone: _____ Mobile telephone: _____ Work telephone: _____ Email: _____	
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Professional Development

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Long Courses (Attended during the last 3 years)				
--	--	--	--	--

Name of Course (and award if gained)	Provider	Ftime/Ptime or Seconded	From	To

Short Courses (Attended during the last 3 years)				
---	--	--	--	--

Name of Course	Provider	Ftime/Ptime or Seconded	From	To

Outside Interests

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<p>If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.</p>
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4. Further Education and Career History

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

Employer/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving

Current Salary

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Salary (basic) if appropriate (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc)
Total Salary	

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

If there is insufficient space, please continue on a separate sheet if necessary giving page number

5. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

and title heading.

6. Referees

Please provide at least two professional referees in Senior position. **One referee should be your current or most recent employer. Please advise us if you do not wish for references to be taken before the interview.**

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

7. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties. By signing the application form you consent to the processing of sensitive personal data.

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

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

☐ I have nothing to declare

☐ I enclose a confidential statement

(please delete as appropriate)

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____ Date: _____

Please return your completed application form to: Mr A Angeli (Headmaster)

EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application.

St Johns School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence.

Please complete the form as you feel is most appropriate for you.

Position applied for: _____

White:

☐ British

☐ Any other white background*

Mixed:

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other mixed background*

Black or Black British:

☐ Caribbean

☐ African

☐ Any other Black background*

Asian or Asian British:

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background*

Chinese or other Ethnic Group:

☐ Chinese

☐ Other Ethnic Group*

*Please specify

Gender Please specify

Date of Birth

Do you consider yourself to have a disability:

☐ Yes

☐ No

If yes, please state nature of disability:

The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference:

Application and Recruitment Process Explanatory Note

1. General

St Johns 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 aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to Miss B Raynard.

2. Application Form

Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Candidates should be 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. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head]. If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare .

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referals_guide - relevant offences v2.4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referals_guide_-_relevant_offences_v2.4.pdf)).

The Childcare (Disqualification) Regulations 2009 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.

The school 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 school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

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 the 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 Head for more details.

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

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

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

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

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

3. Invitation to Interview

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by the Head or another designated senior member of staff. The Proprietor should chair the panel for the Head's

appointment. 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 Chair as to whether or not an interviewer should therefore withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

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 certificates, diplomas etc). Where originals are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

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

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

4. Conditional Offer of Appointment: Pre-Appointment Checks

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 that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that a candidate is not subject to any teacher sanction or restriction;
6. Verification of professional qualifications;
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
8. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
9. Satisfactory medical fitness;

10. Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools (Section 128).

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. 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 workload, extra-curricular activities, and layout of the School.

The School 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 reasonable adjustments.

5. References

We will seek the references referred to in section 4 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

6. Criminal Records Policy

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

7. Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

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 Childcare (Disqualification) Regulations 2009, whether by association, or otherwise.

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;
- 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.

INVITATION TO INTERVIEW

Dear [name]

Thank you for your application for the post of [position applied for].

I confirm that we would like you to attend an interview for this post on [date] at [place] at [time].

The interview will be conducted by [names of interviewers].

Please bring with you verification of your name and address which may be from any of the following documents. Only originals will be accepted.

- A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
- A utility bill or financial statement showing your current name and address;
- Where appropriate any documentation evidencing a change of name;
- If you are not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

The School normally takes up references prior to interview. If you do not want us to contact your current employer at the present time, please inform us as soon as possible. If we do not hear from you by [date] we will proceed with the reference request.

If you are disabled and need any adjustments for the interview [or any assessment process] please contact {insert name, ideally someone who is not involved in the recruitment decision}.

If you have any queries regarding the interview, please contact me.

Yours sincerely

Mr A Angeli

Headmaster

CONFIDENTIAL REFERENCE FORM

Position applied for:			
Referee's Name		Candidate's Name	
Referee's Status		Date Completed	

Title of current/recent post or responsibility				
Dates of Employment	From:		To:	
Current Salary (included MPS point if applicable)				
How long you have known the candidate?		In what capacity?		

	Please tick appropriate box			
Professional & Teaching Qualities	Excellent	Good	Satisfactory	Unsatisfactory
Subject knowledge				
Is an excellent classroom teacher, with high standard of teaching and learning				
Has effective behaviour management skills				
Displays professional judgement				
Has high expectations of students of all abilities				
Produces relevant planning and lesson preparation				
Marking and assessment is current, pertinent and meaningful				
Shows initiative, works well independently and within a department				
Demonstrates commitment to professional development				
Contributes readily to wider aspects of school life and ethos				

	Please tick appropriate box			
Ability to communicate and establish relationships with :	Excellent	Good	Satisfactory	Unsatisfactory
Senior Colleagues				
Other colleagues				
Students				
Parents				

	Please tick appropriate box			
Personal Qualities	Excellent	Good	Satisfactory	Unsatisfactory
Hardworking				
Tactful, discreet, loyal , reliable				
Adaptable				
Punctual				
Enthusiastic and imaginative				
Shows initiative				
Supports collective decisions				
Time management				
Constructive criticism				
Well organised				

Reason for the termination of the candidate's employment:		
If the candidate was dismissed , please indicate reasons for the dismissal:		
Candidate's key areas including duties and responsibilities undertaken :		
During the candidate's employment, did he /she perform to your satisfaction?	YES	NO
If you were dissatisfied, please explain why :		
Is the candidate suitable to undertake the position applied for?	YES	NO
If you do not consider the candidate suitable for the position, please explain why :		
Is the candidate suitable to work with children?	YES	NO
If you do not consider the candidate suitable to work with children, please explain why :		
Has the candidate been subject to any disciplinary procedure or an investigation of a potentially serious nature (spent, current or pending)?	YES	NO
If yes, please elaborate:		
Have there been any allegations or concerns raised relating to the safety and welfare of children or young people or relating to behaviour towards children or young people ?	YES	NO
If yes, please provide further details:		
Please confirm if you would re-employ the candidate	YES	NO
If no, please explain why not:		

Referee's Name		Referee's Position	
Telephone		Professional email	
Contact Number		address	
Signature		Date	

Please return to Miss B Raynard , Safer Recruitment Officer by [insert date] or email to braynard@stjohnsschool.net.

St Johns School , Stock Road , Billericay , CM12 0AR

Character reference form

The above named person has applied to work/volunteer at St John's School and has given your name as a referee. We would be most grateful if you would complete in confidence the attached reference form as to his/her suitability for the position.

Please fill in this form in as much detail as possible. If you are unaware of the matter(s) in question please state this. If you have any concerns or reasons to think the applicant's character or fitness to work/volunteer may be called into question, please give details.

Please add any additional comments you have in the last section of the form.

Returning the form:

Please save the completed form and email it to braynard@stjohnsschool.net

Applicant's details	
Name	
Position applied for	
Referee's details	
Name (including title)	
Profession	
Address	
Personal/ Work email address	
Telephone number	

Your relationship to the applicant

How do you know the applicant? If 'Other', please provide details			
<input type="checkbox"/> Family	<input type="checkbox"/> Friend	<input type="checkbox"/> School teacher	<input type="checkbox"/> Former Employer
<input type="checkbox"/> Former work colleague	<input type="checkbox"/> Member of a volunteers group	<input type="checkbox"/> Doctor	<input type="checkbox"/> Member of a professional organisation
<input type="checkbox"/> Other			
How long have you known the applicant?			
<input type="checkbox"/> Less than six months	<input type="checkbox"/> Six to twelve months	<input type="checkbox"/> One to five years	
<input type="checkbox"/> Five to ten years	<input type="checkbox"/> More than ten years		

Reference content

Please check the most appropriate box regarding applicant's abilities:

Abilities	Excellent	Very Good	Good	Poor	Don't Know
Communication Skills					
Work Quality					
Attitude					
Reliability					
Maturity					
Helpfulness					
Ability to work with other					
Initiative					

Do you believe the applicant is physically and mentally fit to work in a school environment?

YES ☐ NO ☐

If not , please elaborate , including where appropriate any reasonable adjustments which could be made during employment to enable the candidate to perform his/her duties

Do you believe that the applicant is suitable to undertake this position?

YES ☐ NO ☐

If you do not consider the applicant to be suitable, please elaborate.

Do you consider the applicant to be of good character?

YES ☐ If Yes , please give examples NO ☐

Please detail any areas of concern you may have in relation to the applicant's character.

Are you completely satisfied that the applicant is suitable to work with children?

YES ☐ NO ☐

If you are not satisfied, what are your concerns and the reasons why you think the applicant might not be suitable?

Please use this space to provide any further comments you may have.

Referee declaration

I confirm that the information I have provided in this reference is true to the best of my knowledge and belief.

Your name

Your signature

Date

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INTERVIEW CHECKLIST

Name of Candidate: _____

Position applied for: _____

1. Personal Information

Please note only originals can be accepted.

Current driving licence with a photograph or a passport or a full birth certificate	Document provided	Seen by (initial)
Utility or bank or building society statement stating the candidate's name and address		
Any document relevant to a change of name		
Proof of entitlement to work in the UK		

2. Person Specification

Adapt to the position applied for

	Standard required	Comments
Qualification relevant to position applied for		
Work experience relevant to the position applied for		

Communication skills		
Evidence of planning and preparation for lessons		
Management skills		
Subject knowledge including level of experience		
Appearance at interview (appropriate for interview and position applied for, smart, cleanliness)		
Attitude towards children and young		

people		
Gaps in the candidate's history		
Discrepancies with the information provided		
Ability to support agenda for safeguarding and providing welfare of children		
Requirement of DBS disclosure and anything to declare		
Any additional relevant qualification or information		

Note - only to be used after a conditional offer has been made

HEALTH QUESTIONNAIRE

STRICTLY CONFIDENTIAL

Please provide information relating to your state of health by fully completing the sections below. Please do not leave any blank spaces on the form, even if it means answering 'not applicable'.

The information provided will be treated in strict confidence between the School and its medical advisers which may include the School doctor and/or occupational health adviser.

A disability or health problem does not preclude consideration for employment. [Name of School] is an equal opportunities employer and will only take this information into account when considering adjustments necessary to enable you to achieve normal job performance.

As a result of the information provided you might be asked to see a doctor for a medical examination subject to the Access to Medical Reports Act 1988. The School will reimburse any cost charged by the doctor.

PLEASE COMPLETE IN CAPITAL LETTERS

Title:

Forename:

Surname:

Current address:

Postcode:

Sex:

Contact details:

Home telephone: _____ Email: _____

Mobile telephone: _____

Work telephone: _____

Position applied for:	
Name of GP:	Address of GP:
Telephone No.	

Medical History			
Please complete the following questions by ticking the appropriate box. If the answer is 'yes', give details including (a) date, (b) amount of time lost from work, (c) treatment, as appropriate.			
Have you ever suffered from any of the following illnesses?			
	Yes	No	If yes, please give details
Visual defects/eye conditions (including colour- blindness)			
Hearing defects/ear conditions			
Severe anxiety, depression, other psychiatric disorder			
Paralysis or other neurological disorder			
Fainting attacks, blackouts, epilepsy or fits			
Recurrent headaches, migraine			
Vertigo, giddiness or tinnitus			
Heart disease, high blood pressure			
Asthma, bronchitis, tuberculosis or other chest disease			
Peptic ulcer or other digestive or bowel disorder			
Liver disorder			
Kidney or bladder problems			
Gynaecological problems			
Recurrent backache, arthritis, rheumatism			
Any blood disorder			
Eczema, dermatitis, other skin conditions			
Diabetes, thyroid or other gland problems			
Hay fever, allergies to drugs, animals etc			

Any recurrent infections			
Any impairment of immunity to infection			
	Yes	No	If yes, please give details
Varicose veins causing trouble			
Hernia			
Any alcohol or drug related problems or illness			
Any other medical condition, physical or mental, not mentioned above			

Have you:	Yes	No	If yes, please give details
Ever undergone a surgical operation or been admitted to hospital for any reason?			
Had more than 20 days' sickness absence in the past 2 years?			
Ever been, or are a Registered Disabled Person?			
Received a Disability Pension?			
Suffered from an Industrial Disease/Accident?			
Had a chest X-ray in the past 12 months - if so state place/date/result			

Present Health Status			
	Yes	No	If yes, please give details
Are you currently attending a doctor?			
Are you at present on any medication or treatment prescribed by a doctor?			
Are you a smoker? If so please give details			
Do you have any eyesight defects other than those corrected by glasses?			
Do you have any hearing problems?			
Do you have any defect of speech or communication problem?			
Do you have any physical disability necessitating special aids, or requirements for access to premises?			

Do you have any other relevant health problems?			
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Workplace Adjustments

The School is committed to supporting individuals with disabilities that may affect them at work in accordance with our duties under Equality Act 2010 (EA).

Do you feel that you have any condition that may constitute a disability under the EA and which may affect your ability to do this job e.g. mobility, physical strength or stamina, sight, hearing, speech, mental illness / impairment etc?

☐Yes ☐No

If yes, please provide details of any adjustment which may enable you to carry out the role.

Declaration

To the best of my knowledge and belief the above information is correct. I believe that I am sufficiently mentally and physically fit and well to undertake employment at the School. I understand that I may be required to attend a medical examination. I understand that if I am appointed, a failure to disclose relevant information or giving false or misleading information may result in termination of my employment.

Signature _____

Date _____



Statement of Medical Fitness to Work

This is to certify that I am mentally and physically capable of undertaking the job to which I have been appointed.

Name _____

Signed _____ Date _____

CONFIDENTIAL OFFER OF POST

Dear {}

Thank you for attending the interview for the post of [position applied for].

I am delighted to confirm that subject to the appropriate checks, the School wishes to offer you employment as a [position] with effect from [date]. The salary for this post is [£amount]. All other terms are in accordance with the enclosed contract of employment.

This offer is conditional upon the following:

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 that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that the candidate is not subject to any teacher sanction or restriction; and
6. Satisfactory medical fitness;
7. Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009]; and
8. If relevant, evidence that you have not been prohibited from participating in the management of independent schools.

The position is subject to satisfactory completion of the probationary period.

I enclose two copies of your contract of employment, together with a medical questionnaire and the paperwork for your DBS check. I would be grateful if you would complete and sign a copy of your contract and return to me as soon as possible.

I should like to take this opportunity to welcome you to the School. I look forward to a long and successful relationship.

If you have any queries, please contact me.

Yours sincerely

Mr A Angeli

Headmaster

RECRUITMENT CHECKLIST

St Johns School

Appointment Checklist

Name:

DoB:

Role:

Start Date:

	Date	Seen /Checked by	Signature	Copy taken (if applicable)
Application Form				
Interview Checklist				
Reference 1				
Reference 2				
Qualifications				
Photo ID				
Right to work in UK				
Address confirmation				
Health Form				
Letter on invitation to interview				
Appointment letter				
Contract				
Payslip email address				
HM Starter checklist				
Prohibited list check				
Disqualification declaration				Kept separately
DBS Certificate				
Overseas checks (if applicable)				

Staff Suitability Declaration Form

To: All Staff Members

It is now a legal requirement that all staff working in a school where there is Early Years provision have to complete a Staff Disqualification Declaration. The information on this Declaration will be treated in the strictest confidence and will only be seen by myself and Joanne Osen.

Accordingly, enclosed please find a Staff Disqualification Declaration form to be completed and returned in the enclosed Addressee Only envelope to myself at your earliest convenience.

Mr A Angeli
Headteacher



Staff Disqualification Declaration

This form is to be completed by all relevant staff as part of pre-employment checks.

Full Name: _____

Address: _____

Please respond to the questions listed below and sign the declaration to confirm that there are no reasons why you should not be working with children. If you are unable to meet any of the following aspects, please disclose this immediately to Mr Andrew Angeli. Please circle yes or no against each point.

Your personal situation		
<ul style="list-style-type: none">Have you been barred from working with children (i.e does your name appear on the DBS Barring List)?	Yes	No
<ul style="list-style-type: none">Have you been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, either at home or abroad? (Please see a list of the relevant offences set out in the Appendix below.)	Yes	No
Care of children		
<ul style="list-style-type: none">Have your own children been taken into care?	Yes	No
<ul style="list-style-type: none">Have your own children been the subject of a child protection order?	Yes	No
<ul style="list-style-type: none">Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?	Yes	No
<ul style="list-style-type: none">Are you 'Disqualified from Caring for Children'?	Yes	No

If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. You are also not required to disclose spent cautions or convictions of a person who lives or is employed in your household. Please ask the [Bursar] for more information.

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Please note: Staff who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. A factsheet explaining the process can be found on this link: <https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers> .Such staff may not be employed in the 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 Mr Angeli or Mrs Osen for more details.**

I understand my responsibility to safeguard children, and I am aware that I must notify Mr Angeli immediately of anything that may affect my suitability to work with children.

I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

I give permission for you to contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

Signed Date

For line manager:

I have reviewed the above and confirm that no further action is to be taken.

{Line Manager signature} Date

OR

I have reviewed the above and the following action has been taken:

.....
.....
.....
.....

Signed Date action taken

Appendix: List of relevant convictions which can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf

Please note that due to changes in legislation, this list may not be exhaustive. **If you have any queries or concerns, please contact Mr Angeli.**

Guidance Notes on Staff Declaration Form for Schools

Note 1

Guidance from the DfE states that the following categories of worker could be caught by the Regulations:

Staff

The disqualification requirements apply to the following staff:

- Early years provision - any member of staff who provides any care for a child up to and including reception age. This includes breakfast clubs, lunchtime supervision and after school care provided by the school both during and outside of school hours for this early years age range.
- Later years provision, for children under 8 - please note however that the new DfE guidance states that the Regulations do not apply to education or supervised activity for children above reception age during school hours or in after school or co-curricular educational clubs. However, the Regulations do apply to before school settings, such as breakfast clubs and after school provision that would constitute childcare.
- The Regulations also apply to staff who are responsible for managing either the early or later years provision in that setting. The Guidance is clear that schools will need to use their judgement to determine who is covered but this will include the Head, and may also include members of the senior management or leadership team responsible for the day-to-day management of the provision.

Volunteers and governors

Initial guidance was that the Regulations do not apply to governors and volunteers; however, the DfE Guidance states that the Regulations will apply if the volunteer or governor works in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.

Staff who occasionally provide childcare

Most staff who are only occasionally deployed and are not regularly required to work in relevant childcare will not automatically come within the scope of the legislation. Schools should exercise their judgement about whether such staff are within scope by evaluating and recording any risks and control measures put in place and taking advice from the LADO, safeguarding lead or advisor when appropriate. A record of the assessment should be retained on the employee's personnel file.

Agencies and supply staff

Where schools use staff from any agency, or third-party organisation, to work in relevant childcare in schools, or contract out such childcare, they must obtain confirmation that the agency or organisation providing the staff has informed staff that they will be committing an offence if they are deployed to work in relevant childcare, or are directly concerned in the management of such

provision, if they are disqualified under the Regulations. This should include the provider requesting that their staff inform them if they consider that they could be disqualified under the legislation.

Trainees

The requirements for agency and supply staff also apply where training suppliers, such as initial teacher training providers, are placing trainees or students at the school, who are working and/or being trained in a relevant setting. Where trainee staff are salaried, for example on employment based teacher training programmes, and work in a relevant setting, the school must obtain confirmation from the provider that they comply with the legislation.

Self-employed contractors

Where the school deploys a contractor who is self-employed to work in relevant childcare provision, the school must obtain assurance that contractor is aware of their responsibilities under the guidance and has complied with them.

The Guidance states however that the disqualification requirements do not apply to the following:

Staff not directly employed to provide childcare

Staff such as caretakers, cleaners, drivers, transport escorts, catering and office staff who are not employed to directly provide childcare are not covered by this legislation.

Healthcare provision

Anybody involved in any form of healthcare provision for a child, including school nurses and local authority staff such as speech and language therapists and education psychologists, are specifically excluded from the statutory definition of childcare, and are therefore excluded from the legislation.

Note 2

Although there is no requirement set out in the Guidance or Regulations to state that schools are obliged to ask staff to self-declare, there is a legal requirement on schools to evidence that checks have been made and to 'take steps' to ensure that they gather sufficient and accurate information about whether any member of staff in relevant childcare is disqualified by association. Accordingly we suggest that the easiest way to do this is through completing staff declaration form. There has been discussion on whether this should be done on an annual basis. Which option a school takes may depend on resources.

Option 1

Ask staff to complete the form on recruitment and then include guidance around the duty to declare whether they are disqualified from providing childcare in policies. This could also be included in contracts of employment. Make sure that this is publicised.

Option 2

Take the steps set out in option 1 above and relevant staff to complete the Staff Declaration Form on an annual basis.

General Guidance

Data Protection

The statutory guidance highlights that schools should comply with their duties under the data protection legislation. Schools should not ask staff for details of any protected cautions or protected convictions. Staff are also not required to disclose spent cautions or convictions of a person who lives at or is employed in their household.

The DfE states that in gathering evidence to show that the school has complied with its requirement, schools should minimise the intrusion into the private lives of their staff and members of their household.

Schools should therefore ensure that in maintaining records they should not store personal data or sensitive personal data about household members without their consent, and they should ensure that any information is kept to a minimum is accurate and is only stored for the minimum period of time necessary.

Schools must make staff aware of what information will be required and how it will be used to make decisions about disqualification.

The DfE states that it is vital that schools do not ask staff or third parties to make requests for their criminal records in connection with employment, as this will amount to an enforced subject access request which will be an offence under section 56 of the DPA from 10 March 2015. The Information Commissioner's Office (ICO) will be seeking to take prosecutions against organisations who commit this offence.

Record keeping

Schools must do the following:

- keep a record of those staff who are employed to work in or manage relevant childcare
- record the date on which disqualification checks were completed.

Schools may choose to keep this as part of the Single Central Record or maintain a record separately.

Schools should also keep records regarding action taken when employees declare that they are disqualified.

Rehabilitation of Offenders Act (ROA)

Schools must have regard to the ROA. The ROA allows criminal convictions, cautions, and youth cautions (formerly reprimands and final warnings) to be considered spent after a specified period of time known as the rehabilitation period, which is decided by the sentence or disposal received.

Sentences of over 48 months and public protection sentences (regardless of the length of sentence) can never become spent.

The vast majority of roles in schools and relevant childcare settings are exempt from the ROA and as a result staff are normally required to disclose all their convictions and cautions, including those that are spent. There are exceptions with certain minor cautions or convictions.

However, please note that staff are not required to disclose the spent convictions of those who are living or employed in their households.

Application for an Ofsted waiver

Where schools, receive information and are satisfied that an individual working in a relevant setting falls within one of the disqualification criteria in the 2009 Regulations they must inform Ofsted (using disqualification@ofsted.gov.uk). They should tell the relevant individual that Ofsted has been informed and explain the implications of disqualification to the individual, including whether they can apply to Ofsted for a waiver of disqualification (for example, Ofsted cannot grant a waiver to an individual who is on the Children's Barred List) and make clear what information the individual will need to share with Ofsted and why. When communicating these matters to a staff member schools should consider taking advice from their HR provider, LADO, safeguarding lead officer or adviser.

More details of the steps to be followed can be found in the DfE guidance.

Letter to Volunteers

Dear Volunteer,

As a volunteer at St Johns School, you might be aware that the Government has toughened up regulations regarding adults volunteering in schools and the understanding of their duty and responsibility regarding Safeguarding children.

Several measures have been put in place to guarantee our children's safety.

First of all, you have to complete a DBS check which consists of checking your criminal records to establish your suitability to help with children.

The second step is to fill in and sign the Disqualification by Association form included with this letter. This is a highly confidential document and you should return it in the sealed envelope provided addressed to Mr Angeli.

You also need to read the St Johns Code of Conduct which is also included in this pack.

To help you on a practical level while you are on site / on a trip, we have also included with this letter a card explaining what to do if you have any concerns about a child when volunteering at St Johns.

Thank you in advance for your support.

Regards

Mrs L. Morgan and Miss B. Raynard

St Johns School Designated Safeguarding Leads

DBS Risk Assessment Form

Risk Assessment	
Name of person who is the subject of the risk assessment:	
Position:	
Place of work /volunteering	St Johns School
Outline of main duties:	
Date of interview	
Reason for the Risk Assessment:	
Assessment undertaken and outcome	
Measure(s) to be put in place while waiting for DBS clearance:	
Assessment undertaken by:	
Date of assessment:	
Manager's declaration: I accept responsibility for the appointment / continued employment of the above named while awaiting the outcome of the DBS disclosure. I confirm that until the DBS check on the above person is completed that the above named will be constantly supervised and will not deal with children without direct supervision. Manager's designation: Manager's name and signature: Date:	

