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## SAFER RECRUITMENT POLICY

### INTRODUCTION

This policy refers to the Ashington Learning Partnership (ALP), comprising Bothal Primary School and Central Primary School.

ALP is committed to safeguarding the welfare of children and young people and expects the same commitment from its employees. All new staff will be subject to an enhanced DBS clearance, identity checks, qualification checks, and employment checks, including the investigation of any gaps between jobs, two satisfactory references.

ALP recognises that a school or organisation in which child protection measures are not visible is likely to be perceived as a softer target by those likely to harm children or young people. This Safer Recruitment Policy is intended to highlight the school's recruitment and appointment procedures and prevent unsuitable individuals from working with ALP students. It should be read in conjunction with the DfE's '**Keeping Children Safe in Education**', ALP's '**Recruitment & Selection Code of Practice**', ALP's '**Criminal Convictions Code of Practice**', **Child Protection Policy**, and **overarching Safeguarding Policy**.

### Appointing appropriate paid staff

- All newly-appointed contractual staff, supply teachers and peripatetic tutors, volunteers, (including parents, visitors, contractors) or governors with regular contact with children will be subject to checks as laid down in 'Keeping Children Safe in Education'. These checks are shown in the Appendix 1 of the **Recruitment and Selection Code of Practice**.
- Volunteers will be subject to the checks shown in the **Volunteer Policy**.
- Questions relating to child protection and safeguarding students will be asked in every job interview (paid staff) or informal meeting (volunteers) prior to appointment. See Appendix 10.

### Staff Recruitment Procedures – see Recruitment Checklist at Appendix 1

- Procedures described in **Recruitment and Selection Code of Practice** will be followed.
- The vacancy will be advertised, with the following paragraph contained in the advert:
  - Ashington Learning Partnership is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. All new staff will require Enhanced DBS disclosure and two satisfactory references.
- Application packs will include; Job Description & Person Specification containing references to safeguarding children; ALP Application Form, which includes pre-printed statements about references, DBS clearance etc. and also includes a criminal records disclosure form; Covering letter, which stresses the need to complete an application form and states that CVs will not be accepted.
- Application forms will be scrutinised and any discrepancies or gaps in employment noted for possible investigation during interview.
- Written references will be sought prior to interview.
- Interview panels will comprise at least 3 members whom have the authority to appoint. Every interview panel will have at least one member of staff who has undertaken and received accreditation for completing the appropriate Safer Recruitment training. See the school's Single Central Record for a list of appropriately trained staff and Governors.

- The interviewers will ask the candidate a set of previously arranged questions, designed to gauge their ability to perform the role. Questions will be designed to test the candidates' knowledge of the role, their ability to perform it and their suitability to work with children.
- The Business Manager will send a written conditional offer of appointment, subject to satisfactory references and clearances. The letter will request that the successful candidate makes an appointment as soon as possible to complete the necessary formalities.
- Criminal Convictions and obtaining enhanced DBS disclosures will be actioned in accordance with the **Criminal Convictions Code of Practice**.

**Appendices:**

1. Recruitment Checklist
2. Shortlisting Guidance Notes
3. Shortlisting Minutes
4. Letter Inviting Candidates to Interview
5. Letter Requesting References
6. Professional Reference Form – Teachers
7. Professional Reference Form – Support Staff
8. Personal Reference Form – Teaching & Support Staff
9. Blank Interview Grid
10. Sample Safeguarding Questions
11. Appointment Minutes
12. Conditional Offer of Employment Letter
13. Letter Requesting Absence Information
14. Appointment Checklist

Chair of ALP:

Date:

Date:	15/2/17	22/9/17
Version	2	3
Author:	Nikki Lumley	N Lumley
Status:	DRAFT	Final

**ASHINGTON LEARNING PARTNERSHIP**

**Recruitment Checklist**

**Vacancy** .....

Action	By Whom	Completed Date
<p><b>1.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Define the vacancy (see staffing structure attached to Pay Policy).</li> <li><input type="checkbox"/> Agree Job Description and Person Specification (keep awareness of job evaluation process and need for generic job description). <a href="#">JD&amp;PS references safeguarding children</a></li> <li><input type="checkbox"/> Agree advert &amp; any additional supporting information for Application Pack. <a href="#">Safeguarding statement contained in advert</a></li> <li><input type="checkbox"/> Agree Recruitment Timetable – see Section 4</li> <li><input type="checkbox"/> Agree closing date (14 days after advert goes live) .....</li> <li><input type="checkbox"/> Agree interview date .....</li> </ul>	<p><b>Executive Principal &amp; Business Manager</b></p>	
<p><b>2.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read Recruitment and Selection COP, Safer Recruitment Policy.</li> <li><input type="checkbox"/> Compile Application Pack (Application Form and Guidance, JD&amp;PS, Criminal Records Declaration Form, Child Protection Policy, Equality &amp; Diversity in Employment Policy, Teachers Pay Arrangements Information, Welcome Letter, any other information).</li> <li><input type="checkbox"/> Send advert and Application Pack to School Support (10 days’ notice required of advert live date).</li> <li><input type="checkbox"/> Create Recruitment File (to be kept for 4 months following appointment).</li> </ul>	<p><b>Business Manager</b></p>	
<p><b>3.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agree Panel (see Section 7). Minimum 3 - <a href="#">at least one person trained in Safer Recruitment</a></li> <li><input type="checkbox"/> Agree interview process.</li> <li><input type="checkbox"/> Agree interview questions (<a href="#">to include safeguarding &amp; British Values</a>) and pass all info to Business Manager asap.</li> </ul>	<p><b>Executive Principal</b></p>	
<p><b>4.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Closing Date:</b></li> <li><input type="checkbox"/> Shortlisting (using matrix and keep written notes of discussions – minimum 2 people).</li> <li><input type="checkbox"/> Complete Shortlisting Minutes (Appendix 2 of Safer Recruitment Policy), signed by Chair and pass to Business Manager for retention in Recruitment File.</li> <li><input type="checkbox"/> Pass successful applications to Business Manager to action.</li> <li><input type="checkbox"/> Pass unsuccessful applications to Business Manager for retention in Recruitment File.</li> <li><input type="checkbox"/> Invite candidates to interview (using master letter – see Safer Recruitment Policy Appendix 3).</li> <li><input type="checkbox"/> Send for references (using master letter / forms – see Safer Recruitment Policy Appendix 4).</li> <li><input type="checkbox"/> Complete interview packs (copy of application form, any references received, questions grid, any other information for each panel member (an indication of <a href="#">any gaps in employments that need to be explored</a>).</li> </ul>	<p><b>Executive Principal, Panel &amp; Business Manager</b></p>	

<b>5. Interview:</b> <input type="checkbox"/> Interviews to complete question grid and any other paperwork, keeping full notes. <input type="checkbox"/> Complete Interview Minutes (Appendix 6 of Safer Recruitment Policy) signed by Chair, and pass to Business Manager for retention in Recruitment File. <input type="checkbox"/> All interview packs to be returned to Business Manager.	<b>Panel</b>	
<b>6. Post Interview:</b> <input type="checkbox"/> Read Criminal Convictions Code of Practice. <input type="checkbox"/> Send Conditional Offer of Employment to successful candidate (master letter - see Safer Recruitment Policy Appendix 7. <input type="checkbox"/> Recruitment File filed away (4 months retention minimum). <input type="checkbox"/> Now follow Appointment Checklist sheet.	<b>Business Manager</b>	

<b>7. Panel (minimum 3 people - odd number preferred):</b>  <b>Chair</b> .....  .....  .....  .....  .....	<b>Safer Recruitment Trained ✓ / X</b> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
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<b>Signed:</b>	
..... <b>(Executive Principal)</b>	..... <b>(Date)</b>
..... <b>(Business Manager)</b>	..... <b>(Date)</b>

## Short-listing Guidance Notes

### Short-listing Process

Applications should be short-listed by at least two people who will be involved in the interview panel. As far as possible, the short-listing panel should have a reasonable balance of men and women.

All applications should be scrutinised to ensure that the information provided is consistent and does not contain any discrepancies. Any gaps in employment should also be identified. Any anomalies or discrepancies or gaps in employment should be noted and consideration of the totality of these may influence whether the applicant is short-listed.

- The attached short-listing matrix form can help members of the shortlisting panel to record their assessment of an applicant's suitability for the job in a structured way.
- The Chair should complete this form to record the decisions of the short-listing panel. Each member of the panel involved in the short-listing process may complete their own copy of the short-listing form as part of their preparations, however a final version should be agreed and record the panel's final decision. All written records including informal notes must be retained.
- Each applicant's name should be entered in the first column. This should be done for all applicants for the post. It is however, acceptable to complete an initial sift to remove applications that are clearly not suitable such as poor spelling/grammar, CV's, etc.
- Each applicant should be assessed to confirm whether they meet each of the criteria for the job that can be assessed from the application stage, as listed in the person specification.
- The short-list form should be completed as follows:
  - a **tick** should be placed in the column if there is evidence that the applicant meets the criterion;
  - a **cross** should be placed in the column if there is evidence that the applicant does not meet the criterion; or
  - a **question mark** should be placed in the column if there is insufficient evidence as to whether the applicant meets the criterion or not. If the applicant is included in the short-list, this should be followed up at interview.
- Any applicant who does not meet the minimum essential criteria should not be included on the short-list.
- The short-list column is used to record the short-listing decision: **Yes** if the applicant is to be short-listed and **No** if the applicant is not to be short-listed.
- The panel should check whether any of the candidates qualify for the guaranteed interview scheme for disabled applicants. There is also a guaranteed interview scheme for former employees of the NCC and its maintained schools whose employment has been compulsorily terminated on grounds of redundancy or ill-health and who meet the essential criteria for a vacancy, for a period of six months after the termination of their employment. In both cases the interview is in competition with other applicants. If an applicant does qualify for the guaranteed interview scheme, this should be recorded in the 'Guaranteed Interview' column.
- All members of the panel should sign the agreed form.
- Once completed the short-list form should be passed to the School Business Manger to be retained, along with all the application forms (both successful and unsuccessful applicants).





**Short-listing meeting - Minutes**

Post:

Date of meeting:

Time of meeting:

**Present:**

(Chair)

has undertaken training and received accreditation in Safer Recruitment. The certificate is available to view in the Single Central Record.

**Consideration of applications:**

There were  applications for the post.

The merits of each application were considered and discussed (please see short-listing matrix – it is recommended this is used but not statutory). The criminal records disclosure with each application was scrutinised and any issues arising from these (and application forms) were noted and will be raised with candidates at interview. No candidates applying via a CV were invited to interview.

**Short-listing:**

It was agreed to invite  candidates to interview as follows:

**Interviews/assessment planning:**

The timetable and process for interviews/assessment were agreed and will be held on

Signed:

Name:  (Chair)

Date:



## Letter Inviting Candidates to Interview

Date

Name

Address

Postcode

Dear **name**

### Application for the post of **post** at Bothal Primary School

Thank you for your application for the above post. I am pleased to inform you that you have been included in the shortlist of candidates to be given further consideration and I am writing to outline the arrangements for the next stage of the process.

You are asked to attend an interview on **(day month year)** at **(time)** in **(venue)**. Please report to **(name)** on arrival. The interview is expected to last approximately **(length of interview)** and the panel will consist of **(name, job title)** and **(name, job title)**.

The interview will cover your ability to safeguard and promote the welfare of children and young people as well as exploring the skills and experience you have. Please see below a further copy of the Policy Statement from the Criminal Records Declaration Form you will have already signed for further information.

As part of the selection process you are also required to **(if relevant, insert details of other aspects of the selection process e.g. lesson observation, written or oral presentation etc)**.

The successful candidates will be asked to return at a later date for verification of identity, qualifications, the right to work in this country under the provisions of the Immigration Asylum and Nationality Act 2006, health check and criminal records check. We have requested information from the referees you provided. Please see attached for further information.

Please contact **name & number** to confirm that you can attend the interview. You should also inform us if you have any particular requirements for the interview arrangements, such as visual or hearing difficulties, wheelchair access.

Yours sincerely

**Nikki Lumley**  
**Business Manager**

Candidate A = Candidate List if wished

Timetable if wished

## **Policy Statement - Criminal Records Declaration Form**

### **Statement of commitment to safeguarding children and young people**

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

### **Why we need you to declare your criminal convictions and other related information**

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

We therefore asked you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with our Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to obtain an Enhanced Certificate of Disclosure from the Criminal Records Bureau (CRB).

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Criminal Records Bureau's Code of Practice, which is available on their website at <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/partners-reg-bodies/code-of-practice/>

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

### **What happens before interview if you are short-listed?**

Other than in exceptional circumstances, we will take up detailed references from your current and previous employers before you are invited for interview. If you have worked with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation and how the matter was resolved.

### **What will happen at the interview stage?**

If you are invited for interview, we shall assess issues relating to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

We will also ask you to confirm that you have correctly completed the Criminal Records Declaration Form and discuss with you any information that you have declared.

**What will happen if you are offered the post**

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Criminal Records Bureau, unless we have agreed to accept a previous certificate obtained for a post working with children by Northumberland County Council.

We will also check:

- whether you are barred from working with children in a regulated activity by the Independent Safeguarding Authority. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- your Qualified Teacher Learning and Skills (QTLS) status with the Institute for Learning, if relevant; and
- that you are medically fit to undertake the role.

**False Information**

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

Updated: April 2012

**ASHINGTON LEARNING PARTNERSHIP**

**Letter & Forms requesting references**

Date

Name

Job Title

Address

Dear (Name)

Request for a reference for (Name of Applicant) for the post of (Post Title)

(Name of Applicant) has been short listed for the above post at our school and has given your details as a referee.

I would be grateful if you would complete the attached Reference Form regarding the applicant in order to help us assess their suitability for the post. You may continue on a separate sheet if you wish. I also enclose a job description and person specification of the job the applicant has applied for.

As this job involves working with children and young people, there are a number of questions about your knowledge of the candidate's experience in that area.

Please ensure that the reference is accurate and does not contain any material misstatement or omission. I may need to contact you again to clarify any statement made. In the event of the candidate being successful at interview, I will contact you again for details of their sickness absence history which does not need to be provided at this stage of the process.

Please be aware that the appointment panel may discuss relevant factual information from the reference with the candidate.

As you can appreciate, it is important that the reference is returned in time for the interviews for this post so that any relevant issues can be discussed with the applicant, therefore I would appreciate if you could complete and return the reference to me no later than (date).

May I take this opportunity to thank you in advance for your help.

Yours faithfully

Nikki Lumley  
**Business Manager**

**Enc:** Reference Form  
Job Description  
Person Specification

## Ashington Learning Partnership Reference Request – Teaching Staff

Name of Candidate:-	Post applied for:-			
<i>Please tick most appropriate comments:-</i>	Outstanding	Good	Requires Improvement	Inadequate
Teaching ability				
Class control				
Empathy with children / young people.				
Subject knowledge				
Lesson preparation				
Use of Assessment for Learning				
General organisation				
Ability to use ICT				
Relationships with parents/agencies				
Contribution to activities outside the classroom				
Commitment to the school and its community				
Reliability				
As a member of staff	Extremely positive & constructive	Pleasant, good-humoured, sociable	Can be negative/discouraging	Destructive, undermining
Pastoral aptitude & ability	Profound, intelligent concern for children	Responsible and caring	Minimalist	Negligent
Work rate and commitment	Highly professional	Hardworking, good stamina	Adequate	Unsatisfactory
Initiative & Leadership	Outstanding, innovative & highly effective	Above average, moves things forward	Needs direction	Unable to solve problems
Character and personality	Outstanding role model	Mature & reliable	Variable	Unsatisfactory
Career potential	Rising Star – will go beyond post applied for	Should achieve good level of responsibility	Unlikely to progress beyond level applied for	Not suitable for this post

<b>Name of Candidate:-</b>	<b>Post applied for:-</b>			
Position Held:.....	From:..... To:.....			
Subject to any disciplinary procedures where there is a current disciplinary sanction?	Yes	No	Details if yes	
Subject to any capability procedures within the last two years?	Yes	No	Details if yes (Include concerns that gave rise to the action, duration and outcome of process)	
Have you or your colleagues ever had cause for disquiet about the candidates behaviour, conduct, judgement or trustworthiness	Yes	No	Details if yes	
Confirm that you are completely satisfied the candidate is suitable to work with children.	Yes	No	Reasons if No	
Subject to any disciplinary procedure relating to the safety/welfare of children/ young people (including any in which the disciplinary action has expired)?	Yes	No	Details if Yes	
You or your colleagues aware of any allegations/concerns relating to the safety/welfare of children or behaviour towards them?	Yes	No	Details if Yes (Exclude any allegations proven to be false, unsubstantiated, unfounded or malicious, include details of investigations, conclusions and resolutions)	
Given the opportunity would you employ this person again?	Yes	No	Further information	
Has the applicant already left, or indicated and intention to leave your employment?	Yes	No	Please give reason for leaving	
Recommend for post?	<b>Unreservedly recommend</b>	<b>Strongly recommend</b>	<b>Recommend</b>	<b>Would not recommend</b>
Main duties and responsibilities of most recent post:-				

Please comment on applicant's suitability for the post they have applied for, bearing in mind the attached person specification/job description. Descriptions of strengths and weaknesses demonstrated would be helpful.

Any other comments you wish to make:-

Name of referee:- .....

Position:- ..... Organisation:- .....

Nature of relationship to candidate:- ..... Length of time known:- .....

Signature:- ..... Date:- .....

**You should be aware that the subject of this reference could request a copy under the Data Protection Act 1988 and we would need to make a judgement as to whether to release it in full or in part.**

Thank you for completing the reference. Please be aware that if the candidate is successful at interview we will contact you again to provide details of their sickness absence during the last two years.

<b>Appointing Officer Use only</b>	
Signature:	Date:
Details of any clarification sought by telephone:	
<b>Scrutinised against application form for discrepancies:</b> <input type="checkbox"/> No discrepancies <input type="checkbox"/> The following discrepancies ..... .....	
<b>Sickness Absence in last two years</b> No of days: No of Occasions: Any disability or pregnancy related:	

## Ashington Learning Partnership Reference Request – Support Staff

Name of Candidate:-	Post applied for:-			
<i>Please tick most appropriate comments:-</i>	<b>Outstanding</b>	<b>Good</b>	<b>Requires Improvement</b>	<b>Inadequate</b>
Professional knowledge				
Professional working relationships				
Empathy with children / young people				
Team working skills				
Communication skills				
General organisation				
Ability to use ICT				
Time keeping / punctuality				
Contribution to activities outside the classroom				
Commitment to the school and its community				
Reliability				
As a member of staff	Extremely positive & constructive	Pleasant, good-humoured, sociable	Can be negative/discouraging	Destructive, undermining
Work rate and commitment	Highly professional	Hardworking, good stamina	Adequate	Unsatisfactory
Initiative & Leadership	Outstanding, innovative & highly effective	Above average, moves things forward	Needs direction	Unable to solve problems
Character and personality	Outstanding role model	Mature & reliable	Variable	Unsatisfactory
Career potential	Rising Star – will go beyond post applied for	Should achieve good level of responsibility	Unlikely to progress beyond level applied for	Not suitable for this post



<b>Name of Candidate:-</b>	<b>Post applied for:-</b>			
Position Held:.....	From:..... To:.....			
Subject to any disciplinary procedures where there is a current disciplinary sanction?	Yes	No	Details if yes	
Subject to any capability procedures within the last two years?	Yes	No	Details if yes (Include concerns that gave rise to the action, duration and outcome of process)	
Have you or your colleagues ever had cause for disquiet about the candidates behaviour, conduct, judgement or trustworthiness	Yes	No	Details if yes	
Confirm that you are completely satisfied the candidate is suitable to work with children.	Yes	No	Reasons if No	
Subject to any disciplinary procedure relating to the safety/welfare of children/ young people (including any in which the disciplinary action has expired)?	Yes	No	Details if Yes	
You or your colleagues aware of any allegations/concerns relating to the safety/welfare of children or behaviour towards them?	Yes	No	Details if Yes (Exclude any allegations proven to be false, unsubstantiated, unfounded or malicious, include details of investigations, conclusions and resolutions)	
Given the opportunity would you employ this person again?	Yes	No	Further information	
Has the applicant already left, or indicated and intention to leave your employment?	Yes	No	Please give reason for leaving	
Recommend for post?	<b>Unreservedly recommend</b>	<b>Strongly recommend</b>	<b>Recommend</b>	<b>Would not recommend</b>
Main duties and responsibilities of most recent post:-				

Please comment on applicant's suitability for the post they have applied for, bearing in mind the attached person specification/job description. Descriptions of strengths and weaknesses demonstrated would be helpful.

Any other comments you wish to make:-

Name of referee:- .....

Position:- ..... Organisation:- .....

Nature of relationship to candidate:- ..... Length of time known:- .....

Signature:- ..... Date:- .....

**You should be aware that the subject of this reference could request a copy under the Data Protection Act 1988 and we would need to make a judgement as to whether to release it in full or in part.**

Thank you for completing the reference. Please be aware that if the candidate is successful at interview we will contact you again to provide details of their sickness absence during the last two years.

<b>Appointing Officer Use only</b>	
Signature:	Date:
Details of any clarification sought by telephone:	
<b>Scrutinised against application form for discrepancies:</b> <input type="checkbox"/> No discrepancies <input type="checkbox"/> The following discrepancies ..... .....	
<b>Sickness Absence in last two years</b> No of days: No of Occasions: Any disability or pregnancy related:	



**Ashington Learning Partnership**  
**Reference Request**  
**PERSONAL**

<b>Name of Candidate:-</b>	<b>Post applied for:-</b>			
Have you or anyone you know ever had cause for disquiet about the candidates behaviour, conduct, judgement or trustworthiness	Yes	No	Details if yes	
Confirm that you are completely satisfied the candidate is suitable to work with children.	Yes	No	Reasons if No	
Are you or anyone you know aware of any allegations/concerns relating to the safety/welfare of children or behaviour towards them?	Yes	No	Details if Yes (Exclude any allegations proven to be false, unsubstantiated, unfounded or malicious, include details of investigations, conclusions and resolutions)	
Based on the job description attached, would you recommend the candidate for this post?	<b>Unreservedly recommend</b>		<b>Strongly recommend</b>	<b>Recommend</b>
Please comment on the applicants reliability and trustworthiness and on the strengths and weaknesses the candidate shows in relation to the job description/person specification attached:-				

Name of referee:- .....	
Nature of relationship to candidate:- .....	Length of time known:- .....
Signature:- .....	Date:- .....
<b>You should be aware that the subject of this reference could request a copy under the Data Protection Act 1988 and we would need to make a judgement as to whether to release it in full or in part.</b>	

<b>Appointing Officer Use only</b>	
Signature:	Date:
Details of any clarification sought by telephone:	

**Blank Interview Grid**

Interview – post .....

.....Date

Interviewer:.....

1. Question				
Answers to indicate level of answer or words we'd like to hear				
Outstanding	Good	Satisfactory	Inadequate	Notes
2. Question				
Answers to indicate level of answer or words we'd like to hear				
Outstanding	Good	Satisfactory	Inadequate	Notes
3. Question				
Answers to indicate level of answer or words we'd like to hear				
Outstanding	Good	Satisfactory	Inadequate	Notes

Interview – post .....

.....Date

Interviewer:.....

4. Question				
Answers to indicate level of answer or words we'd like to hear				
Outstanding	Good	Satisfactory	Inadequate	Notes
5. Question				
Answers to indicate level of answer or words we'd like to hear				
Outstanding	Good	Satisfactory	Inadequate	Notes
6. Question				
Answers to indicate level of answer or words we'd like to hear				
Outstanding	Good	Satisfactory	Inadequate	Notes
Any questions for us:				

Still a firm candidate **Y / N** Mobile No: .....

Signed: ..... (Interviewer)

Sample questions to test safeguarding knowledge and understanding.

- Tell us about something you have done in the last year to actually improve child protection in the workplace.  
Who did you talk to? What were the results?
- What is the safeguarding policy in your workplace?  
How is it monitored? What steps have you taken to improve things?
- Give me an example of when you have had safeguarding concerns about a child.  
What did you do? Who did you involve? What was the outcome?
- Tell us about a situation which you felt fell short of safeguarding standards.  
How did it arise? Who did you speak to? What actions did you take?
- Have you ever had to challenge the views of someone more senior than yourself in relation to safeguarding concerns?  
What were the circumstances? How did you go about it? What was the outcome?
- How do we safeguard pupils and who are we safeguarding them from?

**Positive indicators**

Proactive & has personally taken actions to improve safeguarding culture  
 Has personal experience of having appropriately dealt with a challenging safeguarding issue  
 Personally committed towards making improvements. Sees it as part of their job  
 Prepared to challenge others in the workplace to make tangible improvements to safeguarding  
 Prepared to tackle difficult issues, confront individuals if necessary in order to promote best practice  
 Shows a good understanding of the issues. Up to date with events and legislation. Knows about test cases

**Negative indicators**

No evidence of having taken steps in own right to make improvements  
 Passive approach to safeguarding issues  
 Reluctance to challenge people/systems/processes to make things better  
 No real experience of handling safeguarding issues. Naive approach  
 Sees it as someone else’s job and/or responsibility  
 Not well versed or clear in understanding of the issues/sensitivities  
 Intolerant of the bureaucracy around safeguarding  
 Shows a tendency to take inappropriate chances/risks in area of safeguarding

**ASHINGTON LEARNING PARTNERSHIP**

**Appointment meeting - Minutes**

Post:

Date:  Time:

**Present:**

(Chair)

has undertaken training and received accreditation in Safer Recruitment. The certificate is available to view in the Single Central Record.

**Interviews:**

The following candidates were invited for interview:

<input type="text"/>	Interviewed/did not attend	<input type="text"/>	Interviewed/did not attend
<input type="text"/>	Interviewed/did not attend	<input type="text"/>	Interviewed/did not attend
<input type="text"/>	Interviewed/did not attend	<input type="text"/>	Interviewed/did not attend
<input type="text"/>	Interviewed/did not attend	<input type="text"/>	Interviewed/did not attend

References for each candidate were scrutinised and appropriate safeguarding questions agreed for individuals to probe gaps and issues highlighted in the application and references.

**Consideration of applications:**

After the merits of each applicant were considered, it was agreed that  should be offered the position following relevant Identity, Qualification and Criminal Records Checks.

Signed:  (Chair)



**ASHINGTON LEARNING PARTNERSHIP**

**Conditional Offer of Employment**

Date

Name

Address

Postcode

Dear XXX,

**Appointment as a XX at Bothal Primary School / Ashington Learning Partnership**

On behalf of the governing body I am pleased to confirm in writing a conditional offer of employment for the above post.

The appointment is to a permanent post.

OR

This is a fixed term contract until (DD Month Year), subject to XXX.

OR

(if permanent employee with temporary appointment to different post) This is a temporary appointment until (DD Month Year), subject to review, at which point you will revert to your substantive post.

Your start date is XXX subject to satisfactory pre-employment checks.

Hours and pay details inserted here

This offer of appointment is conditional upon confirmation that the following pre-employment checks are satisfactory:

- proof of identity;
- enhanced certificate of disclosure of criminal convictions from the Disclosure and Barring Service (DBS);
- overseas criminal convictions check and/or additional information (as you have lived outside the UK);
- Children's Barred List;
- entitlement to work in the UK;
- Qualifications;
- Qualified teacher status
- references; and
- medical fitness.

(For support staff –) This appointment is subject to our probation policy, copy attached.

As I am satisfied that you have an enhanced certificate of disclosure of criminal convictions from the DBS and a status check has not revealed any changes recorded since the date of issue you are not required to complete a DBS application form.

**(If the applicant has completed Box C on the Declaration of Criminal Records Form informing you that they have a DBS certificate of the appropriate type and level issued on or after 17 June 2013, are registered with the Update Service and have given their permission for you to carry out a status check.)**

Please make arrangements to bring your DBS certificate of disclosure of criminal convictions into school in order that the appointing officer can check that your certificate is the correct type and level for the position

you are applying for and carry out an on-line status check. Please note that this must be the original certificate; photocopies will not be accepted. If your DBS certificate is not the correct type or level or the status check reveals that changes have been recorded since your certificate was issued you will be required to apply for a criminal records check.

**(C. If the applicant has completed Box C on the Criminal Records Declaration form informing you that they do not have a DBS certificate issued on or after 17 June 2013, are not registered with the Update Service or have not given you permission to carry out a status check, the school needs to send a DBS application form to the candidate)** You should log into <https://disclosure.capitarvs.co.uk/protocoleducation/>. The organisation reference is CENTRALFIRSTSCHOOL and the password is DBSAPP. Applicants Guidance is attached. Please email me on \_\_\_\_\_@alptrust.org.uk as soon as you have completed this process and we will then need to arrange for you to bring relevant documents in to verify your submission and complete other paperwork. The Children's Barred List will be checked as part of the DBS process.

Even if a DBS is not required, the documents below are needed in order to confirm identity, qualifications, the right to work in this country under the provisions of the Immigration Asylum and Nationality Act 2006, a health check and criminal records check before any offer of employment can be considered:

- 1. Confirmation of Identity**  
Passport, UK issued Driving Licence (Photo card or paper. A Photo card is only valid if presented with the counterpart driving licence) or Birth Certificate
- 2. Confirmation of Address**  
At least 2 Utility Bills (Gas/Electricity/Telephone etc.) or Bank/Mortgage/Credit Card Statement
- 3. National Insurance Number**  
P45, P60, National Insurance Card
- 4. Identity documents for Disclosure and Barring Service Check**  
Please ensure you bring documentation with you to satisfy the requirements set out in Check 1 below.
- 5. Identity documents to show you are entitled to work in the UK**  
Please ensure you bring documentation with you to satisfy the requirements set out in Check 2 below.

You will receive a letter from Employee Services, Northumberland County Council in due course with further details regarding your employment and a statement of your terms and conditions. Please read the documents carefully when they arrive and ensure that you complete any forms as soon as possible, otherwise your appointment could be delayed. If you have any queries on receiving this document, please see me as soon as possible.

**Please confirm in writing your acceptance of the post offered, subject to the conditions stated above.**

May I take this opportunity to wish you every success in your new post.

Yours sincerely

Business Manager

Encs: Job Description & Person Specification  
DBS Applicants Guidance  
Probation Policy

## List of original documents that you must bring in person

### Check 1 - Identity documents if a Disclosure and Barring Service Check is needed

Please note that **3 documents** are required and all documents must be in your current name (unless you can provide documentation supporting a recent name change). At least one document must confirm your current address and at least one document must confirm your date of birth. You need to bring:

- one document from Group 1; **and**
- two further documents from Group 1, 2a or 2b.

<b>Group 1 – Primary Trusted Identity Credentials</b>	
Current valid Passport	Biometric Residence Permit (UK)
Current Driving Licence (UK) (Full or provisional) Isle of Man/Channel Islands <ul style="list-style-type: none"> <li>• Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence, except Jersey)</li> </ul>	Birth Certificate (UK and Channel Islands) – issued at the time of the birth <ul style="list-style-type: none"> <li>• Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.</li> <li>• Photocopies are not acceptable.</li> </ul>

<b>Group 2a – Trusted Government/State Issued Documents</b>	
Current UK Driving Licence (old style paper version)	Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
Birth Certificate (UK and Channel Islands) <ul style="list-style-type: none"> <li>• Issued after the time of birth by the General Register Officer/relevant authority i.e. Registrars</li> <li>• Photocopies are not acceptable.</li> </ul>	Marriage/Civil Partnership Certificate (UK and Channel Islands)
Adoption Certificate (UK and Channel Islands)	HM Forces ID Card (UK)
Firearms Licence (UK and Channel Islands)	

<b>Group 2b – Financial/Social History Documents</b>	
Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)	Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
Bank/Building Society Statement Account Opening Confirmation Letter (UK)	Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
Financial Statement** - e.g. pension, endowment, ISA (UK)	P45/P60 Statement (UK and Channel Islands)**
Council Tax Statement (UK and Channel Islands)**	Work Permit/Visa (UK) (UK Residence Permit)**
Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at the time of application)	Utility Bill (UK)* - not mobile telephone
Benefit Statement* e.g. Child Allowance, Pension	A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK and Channel Islands)* e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security

EU National ID Card	Cards carrying the PASS accreditation logo (UK and Channel Islands)
Letter from Head Teacher or College Principal (16/17 year olds in full time education (only used in exceptional circumstances when all other documents have been exhausted))	

**Please note:**

If a document in the List of Valid Identity Documents is:

- denoted with \* - it should be less than three months old
- denoted with \*\* - it should be issued within the past 12 months
- not denoted – it can be more than 12 months old.

If you are unable to produce the above combination of documents, then other forms of identification may be acceptable and you should contact us to discuss your particular circumstances.

**Check 2 - Identity documents to show that you are entitled to work in the UK**

You should bring the relevant document(s) from:

- List A if you have an ongoing right to work in the UK; or
- List B if you have a right to work for up to 12 months.

**List A - Documents which show an ongoing right to work in the UK**

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the UK.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area (EEA) or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the UK Border Agency, to a national of an EEA country or Switzerland.
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of an EEA country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or previous employer.

8. A full birth certificate issued in the UK, which includes the name(s) of at least one of the holder's parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or previous employer.
9. A full adoption certificate issued in the UK which includes the names of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or previous employer.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or previous employer.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or previous employer.
12. A certificate of registration or naturalisation as a British citizen when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or previous employer.
13. A letter issued by the Home Office or Border and Immigration Agency to the holder which indicates that the person named in it can stay indefinitely in the UK when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or previous employer.

**List B - documents which show a right to work for up to 12 months**

1. A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than six months old when produced in combination with evidence of verification by the Border and immigration Agency Employer Checking Service.
5. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of an EEA country or Switzerland.

6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment when produced in combination with evidence of verification by the Border and immigration Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question when produced in combination with an official document giving the person's permanent National Insurance number and name issued by a Government Agency or previous employer.
8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance number and name issued by a Government Agency or previous employer.

The official document giving your permanent National Insurance Number and name could be a P45, P60, National Insurance card or a letter from HM Revenue and Customs.

**ASHINGTON LEARNING PARTNERSHIP**

**Letter requesting absence info**

Date

Name

Job Title

Address

Dear (Name)

Request for information further to the reference for (Name of Applicant)

Thank you for providing the reference for (Name of Applicant) who has been conditionally offered the role applied for.

I would be grateful if you could now complete and return the slip below. Alternatively, please email the information to us as soon as possible.

Please be aware that the appointment panel may discuss any relevant factual information with the candidate.

May I take this opportunity to thank you in advance for your help.

Yours sincerely

Nikki Lumley  
**Business Manager**

✂.....

Name of Applicant:

Number of days sickness absence in the last two years:

Number of occasions absent in the last two years:

How much of this absence, if any, is disability or pregnancy related:

Signed: ..... Date: .....

Position: .....

**ASHINGTON LEARNING PARTNERSHIP**

**Appointment Checklist**

**APPOINTMENT CHECKLIST – Bothal Primary School**

Full Name of Successful Applicant			
Vacancy Ref No		Position	

DOCUMENTATION TO BE FORWARDED TO Employee Services, County Hall, Morpeth, NE61 2EF		
Document	Advice	Enclosed (Please tick)
Appointment /Change Statement (Discuss and agree salary details (Check Threshold status for teachers only)	Required for all appointments	
Application Form	Required for all appointments	
Health Questionnaire (ensure Section 2 is completed)	For all NEW appointments or any internal appointment that involves a significant change in duties	
References x 2 – signed off by appointing officer	Required for all appointments	
Identity, Qualifications and Professional Registration Form	Required for all appointments	
Copies of qualifications and professional registrations	If required for the position	
Immigration, Asylum and Nationality Act 2006 Form Appendix 1	Required for all appointments	
Copies of documentary evidence seen supporting Immigration, Asylum and Nationality Act 2006	Required for all appointments	
CRB Disclosure Application form and documentary evidence checklist <b>OR</b> Confirmation of DBS application online PLUS List 99 email <b>OR</b> Evidence of update service check	Required for all appointments	
Criminal Records Declaration	Required for all appointments	
Copy of conditional offer of employment letter	Required for all appointments	
Copy of job description and person specification	Required for all appointments	

<b>Name of Appointing Officer</b>	<b>Nikki Lumley</b>
<b>Position</b>	<b>Business Manager</b>
<b>Contact telephone number</b>	<b>01670 812360 / 812324</b>
<b>Signature</b>	
<b>Date</b>	