



JUNIOR SCHOOL

*Together we make a difference*

# School's Recruitment Policy

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## **Statement of intent**

Dobcroft Junior School has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

## Legal framework

When reviewing this policy, the governing board and head teacher have considered the impact of the scope of the policy on the whole school community. Specifically, they have taken account of the categories used by Sheffield City Council as a public authority to assess impact, as set out below.

### **Protected characteristics defined by the Equality Act 2010:**

- age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation

### **Plus, additional equality groups and interests also recognised by the Council:**

- armed forces, \*care experience, health & wellbeing, poverty & financial inclusion, social cohesion, unpaid caring responsibilities and voluntary, community & faith sector

*(\*note – care experience was added in December 2023 and recognises those who are, or who have been, looked-after children. It includes Children Looked After (CLA) who are under the care of the local authority; children and young people who are post-CLA adopted; and those who are leaving, or have previously left, care or adoption arrangements).*

This policy has due regard to all relevant legislation including, but not limited to, the following:

Rehabilitation of Offenders Act 1974  
Children Act 1989  
Education Act 2002  
Sexual Offences Act 2003  
Children Act 2004  
Safeguarding Vulnerable Groups Act 2006  
Education and Skills Act 2008  
The School Staffing (England) Regulations 2009  
Equality Act 2010  
The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)  
The UK General Data Protection Regulation (UK GDPR)  
Data Protection Act 2018  
Amendments to the Exceptions Order 1975, 2013 and 2020

This policy has due regard to guidance including, but not limited to, the following:

DfE (2020) 'Governance handbook'  
DfE (2021) 'Staffing and employment advice for schools'  
DfE (2022) 'ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021'  
DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'  
DfE (2023) 'Keeping children safe in education'  
DfE (2023) 'Recruit teachers from overseas'  
Disclosure & Barring Service (2018) 'Regulated activity with children in England'  
Home Office (2022) 'Employer's guide to right to work checks'  
Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

This policy operates in conjunction with the following school policies:

Child Protection and Safeguarding Policy  
Complaints Procedures Policy  
Disciplinary Policy and Procedure  
Teacher Appraisal Policy  
Teacher Capability Policy

Single Central Record (SCR) Policy  
DBS Policy  
Records Management Policy  
Data Protection Policy  
Staff Equality, Equity, Diversity and Inclusion Policy  
Staff social media policy

## Definitions

**“Regulated activity”** includes:

Being responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.

Working for a limited range of establishments (known as ‘specified places’, which include schools and colleges), or in connection with the purposes of the establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.

Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

**“Teaching role”** refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of KCSIE if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

A **“standard DBS”** provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

An **“enhanced DBS”** provides the same information as the standard DBS, plus any additional information, e.g. interviews and allegations, held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

An **“enhanced DBS with barred list check”** check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list. At Dobcroft Junior school this relates to all employed staff and regular volunteers. Regular volunteers are defined by those who have applied to volunteer in school on a regular basis.

The **“children’s barred list”** is a list maintained by the DBS which covers individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

A **“section 128 check”** provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

**“Safer recruitment”** is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

## **Roles and responsibilities**

### **The governing board is responsible for:**

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined above.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on governors, staff, volunteers, contractors and agency workers working within the school.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring a member of the board is on the recruitment panel for a new headteacher.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with the Records Management Policy.
- Ensuring that they have the skills to carry out effective selection processes, including knowing when and how to request references.

### **The recruitment panel is responsible for:**

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Ensuring that the interview addresses the skills, knowledge and ability related to the role advertised, as per the job description included in the advert, understanding of the school's ethos and vision, and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Ensuring that the interview addresses the candidate's motivation, reasons for being interested in joining the school, and attitude to working with children.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.
- Ensuring that references have been received where requested.
- Ensuring that all references for a shortlisted candidate are obtained prior to interview (wherever possible), properly scrutinised, and that information is not contradictory, unclear, or incomplete, with clarification requested when appropriate.
- Asking previous employers of new staff members whether the individual has been subject to capability procedures in the previous two years.
- Where possible, ensuring that the shortlisting panel and interviewing panel are comprised of the same people.

### **The Office Manager is responsible for:**

- Liaising with the head teacher regarding the full recruitment process.
- Organising advertisement and pre-visits to the school.
- Acting as a point of contact between candidates and the school. Directing them to relevant staff as appropriate.
- Preparing the logistical aspects of the recruitment day
- Communicate with candidates prior to the interview day to clarify if they are attending.

- Conducting appropriate checks out on prospective staff, volunteers, contractors and agency workers within the school.

**The Head Teacher/DSL is responsible for:**

- Ensuring the recruitment process is carried out in line with the relevant school policies.
- Ensuring that the candidate chosen to fill a vacancy is suitable for the role.
- Reviewing and scrutinising candidates' applications and identifying any gaps.
- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees and volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Ensuring that all references are handled in line with the Data Protection Policy and relevant legislation, seeking advice from the DPO.
- Deciding when it is appropriate or necessary to disclose any safeguarding concerns or allegations as part of a reference, in line with KCSIE.
- Discussing with the headteacher the suitability of a candidate when a reference has disclosed safeguarding concerns or prior allegations.
- During the recruitment process, and especially during the initial stages, the recruitment panel and the headteacher will be watchful of candidates displaying the following characteristics:
  - No understanding or appreciation of children's needs
  - Expressing that they want the role to meet their needs at the expense of children
  - Using inappropriate language in relation to children
  - Expressing extreme views or views that do not support safeguarding practices
  - Displaying unclear boundaries with children
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment.

**The Deputy Head Teacher is responsible for:**

Ensuring that the successful candidate receives the appropriate training, e.g. safeguarding and induction (see separate volunteers policy for how this is managed for students and volunteers in school).  
 Ensuring that all relevant staff members are familiarised with the relevant school policies.  
 With the head teacher liaise to ensure all tasks and interview questions are planned and prepared.  
 When part of the interview process, will work with the head teacher to follow up key communication.

**Planning, advertising and shortlisting**

The job information and associated documents will be published online. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The recruitment panel will comprise of the head teacher and/or deputy head teacher and at least one member of the governing board. The recruitment panel will (wherever possible) be an odd number so majority votes can be cast. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training. The recruitment panel will create the advertisement.

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

The headteacher will:

Decide on the recruitment timeframe.

Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.

Inform the chair of governors and request any governor volunteers for the panel, including staff governors.

Prepare the documents that will be provided to candidates, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.

Ensure that application packs, where relevant, state that candidates must be willing to sign a self-declaration form to obtain information about staff disqualification, in line with the Childcare Act 2006.

## **Advertising**

The school will consider the following information when advertising for a role within the school:

- The skills, abilities, experience, attitude and behaviours required for the post
- The safeguarding requirements, including to what extent the role will involve contact with children and whether the appointed staff member will be engaging in regulated activity

Advertisements will include:

- A statement of the school's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Vacancies will be advertised through external media, such as Sheffield City Council Vacancy website and the DFE website (for education support staff and teaching staff) with due consideration to the school's Staff Equality, Equity, Diversity and Inclusion Policy, ensuring that the advertisement reaches a wide range of groups. Advertisements will contain a statement of commitment to ensuring equal rights. Advertisements will include, or link to, a job description, person specification and detail the closing date. The contact number of the appointing officer and details of the application process will be clearly outlined.

Application forms will be accessible on the school's website.

The school may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.

When an advert receives a response, the recruitment panel will ensure that candidates receive the application pack.

## **Application forms**

Applicants will be reminded in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

The school will also provide a copy (via a link in the of the Child Protection and Safeguarding Policy and information on employment of ex-offenders in the application pack.)

Applicants will be required to provide the following:

- Personal details, e.g. their current and former names, current address, and national insurance number
- Details of their current or most recent employment, including the reason for leaving
- Full employment history, including explanations for any gaps in their employment
- Qualifications, the awarding body and the date of the award
- Details of references
- A statement of their personal qualities and an explanation of why they meet the person specification to be a suitable candidate for the role



- A declaration form outlining whether they are barred from teaching

The school will only accept a CV alongside a completed application form; a CV on its own will not be accepted. When shortlisting candidates for an interview, all application forms will be considered. Shortlisting criteria will be agreed in advance by the recruitment panel.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed. Candidates will be assessed against the same shortlisting criteria to ensure a fair process.

Where applicable, the school will use the application form to make clear that shortlisted candidates may be subject to online searches.

## **Shortlisting**

All candidates will be asked to complete a self-declaration of their criminal record or disclosure of any information making them unsuitable to work with children. The recruitment panel will only have access to this form once shortlisting is complete and will ask questions in relation to criminal records at interview.

Candidates will be asked to disclose information such as:

- Are they barred from working with children
- Details of any cautions, convictions reprimands, final warnings, binding over or other orders, pending prosecutions or criminal investigations which are not protected as defined by the Rehabilitation of Offenders act 1974

Applicants will need to sign the declaration, which confirms that the information they have provided is true.

When shortlisting candidates, the school will:

- Ensure that at least two people carry out the shortlisting proceedings – ideally, these two people will also conduct the interview.
- Assess whether there are any inconsistencies or gaps in the candidate's employment and consider the reasons given for them.
- Consider undertaking online searches, as necessary, and explore any further potential concerns.

Requests for further information from candidates will be replied to promptly. All applications will be replied to with a letter notifying candidates whether they have been shortlisted or not.

Interviews will be arranged for the shortlisted candidates.

## **Invitation to interview**

Before interview invitations are sent, the recruitment panel will ensure that application packs are available on the school website and provide hard copies when requested. Packs will include the following:

- A copy of the advertisement
- A comprehensive job description
- A comprehensive person specification
- Any equal rights material, e.g. an equal opportunities statement
- A brief outline of the school, its values and aims
- Any relevant school policies, e.g. the Child Protection and Safeguarding Policy

Once a shortlist has been confirmed, the candidates to be invited for interviews will be contacted by the office manager and suitable interview times will be decided. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

## **Pre-interview checks**

The recruitment panel will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

Requesting two references from each shortlisted candidate directly from the referees, one of which will be from their most recent employer. Where possible, one reference will relate to the role in which the candidate worked with children.

Where references are received prior to interview, checking them against application forms and noting down discrepancies or concerns, and following up these concerns with referees.

Checking and, where necessary, following up candidates' self-declaration forms.

### **Requesting references**

Once a candidate, including an internal candidate, has been shortlisted for a position, references will be requested and scrutinised by the recruitment panel. Any concerns will be resolved satisfactorily prior to confirming an appointment. References will always be requested directly from the referee and from a senior person with appropriate authority, rather than a colleague. Wherever possible, the school's standard request form will be used to obtain references. School will accept other forms of references as long as all information asked for in the standard reference request is included. School will not accept a blanket/not-personalised reference.

References will be requested in written form from the candidate's current employer – if they are unemployed, verification of their most recent period of employment and reasons for leaving will be obtained from their previous employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.

If the applicant has never worked with children, the school will ensure that a reference from their current employer is received.

If the candidate is a school leaver or has not been in work for over two years, a character reference will be requested.

When a candidate is applying for a teaching role (including the role of headteacher), information about the details of any capability procedures in the previous two years that they may have been subject to, and the reasons for these, will be requested from their current or former employer.

Concerns raised following a candidate's references will be explored further with the referee where appropriate and discussed with the candidate at interview.

Open references, e.g. 'to whom it may concern' testimonials, and unverified information provided by the candidate as part of the application process, will not be relied upon. Electronic references will be checked to ensure that they originate from a legitimate source.

### **Checking references**

References will be checked upon receipt to ensure that all questions have been answered satisfactorily and that information is not contradictory or incomplete. The referee will be contacted to provide further clarification where appropriate, e.g. if some answers are vague or insufficient, or contradictory information has been provided. The reference will be compared for consistency with the information on the candidate's application form. Discrepancies between the reference and the application form will be discussed with the candidate at interview.

Where a reference appears incomplete or other concerns arise, the school will carry out one of the following actions:

- Call the referee to discuss the reference further.
- Email the referee the reference for confirmation of its accuracy.

The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL will be consulted to help assess the candidate's suitability.

Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the headteacher will record this on the recruitment file as the reason for non-appointment.

All members of staff who provide a reference will be responsible themselves for checking the content to ensure that it only contains factual and verifiable statements. If there is any doubt about whether to include information, caution will be exercised and it will be omitted. Alternatively, advice will be sought from a senior figure, e.g. the headteacher or the chair of governors.

## **Providing references**

References will only be provided once written consent has been obtained from the person requesting a reference.

The member of staff providing a reference will follow this policy's procedures and the prospective employer's requests as much as is reasonably possible, e.g. if a pro-forma is provided, they will complete the form. If the reference is not requested in a specific format, the member of staff will decide the most appropriate method, e.g. a pro-forma or a letter-formatted reference.

The headteacher will decide in exceptional circumstances if a reference cannot be provided or if certain questions asked by the prospective employer cannot be answered, with HR advice sought when appropriate.

Staff members will make the headteacher aware when they have been asked to provide a personal reference, e.g. for a current or former colleague. The staff member will make it clear within the reference that it is a personal one and is not written for or on behalf of the school. The staff member will use their own paper or an email address unaffiliated with the school and ensure that the reference is not linked to the school in any way.

Details of any capability procedures in the previous two years for a teacher (including headteacher) or former teacher at the school, and the reasons for these, will be provided if requested.

If, as part of a settlement agreement, the school has agreed to provide a reference for a member of staff, the headteacher will ensure it is provided in line with the agreement and this policy. In circumstances where new evidence emerges that indicates information provided in the reference is incorrect, the headteacher will decide if the reference is changed or withdrawn, with legal advice sought where necessary, and will notify the employee of any decision first.

The school will ensure that any information provided confirms whether they are satisfied with the applicant's suitability to work with children, and only provide the facts of any substantiated safeguarding concerns or allegations, including a group of low-level concerns about the same individual, that meet the harm threshold.

Any repeated concerns or allegations which do not meet the harm threshold which have been found to be false, unfounded, unsubstantiated, or malicious will not be included in any reference.

## **Content of references**

Basic information will always be expected in references received and provided, e.g. skills, knowledge, duties undertaken, experience working with children, and personal characteristics, in addition to any information relating to safeguarding. Further relevant comments will be made as much as is reasonably possible in line

with the employer's requests, provided they are verifiable and objective, e.g. through appraisals or attendance records.

References will contain only factual and verifiable information and will not include speculation, e.g. about a former employee's suitability for a job, or hearsay. The person providing the reference will ensure all comments have a factual basis and that an impression is not given which is misleadingly positive or negative. Performance issues or concerns which have not been discussed or raised with the employee beforehand will not be mentioned.

All members of staff providing references will be made aware that information provided verbally to the prospective employer is subject to the same duties as written information and will avoid making verbal statements. Where it is necessary or appropriate, verbal information will be provided only in line with this policy's procedures, e.g. all statements must be verifiable and objective.

## **Previous disciplinary action**

The recruitment panel will ensure that any references requested by the school include a section asking for any past disciplinary action or allegations to be disclosed. Any disclosures will be carefully considered when assessing the candidate's suitability for the role, in line with this policy.

Information from DBS checks will not be included in references provided by the school. Information regarding criminal offences from other sources will not be included, unless the headteacher deems it appropriate and HR advice has been sought.

When providing references, the disclosure of information about past disciplinary action or allegations not relating to safeguarding will be provided where it is deemed appropriate, e.g. it is relevant to the staff member of former staff member's suitability for the role. Information relating to disciplinary action will generally only be disclosed if penalties or sanctions remain in place for the employee.

Allegations which were proven to be false, unsubstantiated or malicious, e.g. relating to misconduct, will not be included in a reference – this includes if it is a history of repeated concerns or allegations which have been found to be false, unsubstantiated or malicious. The member of staff providing the reference will make no comments about their own personal views on the veracity of allegations.

If an allegation exists which has yet to be investigated or an investigation is incomplete, the headteacher will seek HR advice, and legal advice where necessary, on what information, if any, should be provided to the prospective employer.

## **Use of data and confidentiality**

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

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

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

The person requesting a reference will be offered the opportunity to see it before it is sent, unless the headteacher decides this is not appropriate; however, the school is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the

reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

## **Online searches on shortlisted candidates**

In line with KCSIE, the school will consider carrying out online searches on shortlisted candidates as part of its due diligence. Online searches solely aim to help identify any incidents or issues that have happened, and are publicly available online, that the school may want to explore with the applicant at interview.

Online searches will be conducted on shortlisted candidates only, and only where the school considers this appropriate. The school will consider any potential risks of online searches, e.g. unlawful discrimination or invasion of privacy, and will ensure staff conducting online searches are clear on the purpose of the search. Shortlisted candidates will be made aware that online searches may be conducted as part of due diligence checks.

Online searches will only examine data that is publicly available. Staff will not 'follow' or submit a friend request to shortlisted candidates on social media platforms to access further details or information.

Online searches will be carried out by an individual who is independent of the recruitment process to minimise the risk of bias or discrimination and to ensure that only relevant information is considered. The person responsible for carrying out online searches will have due regard to Part three of KCSIE.

The online search process may include searching for the candidate by name via search engines and social media platforms.

When carrying out searches of shortlisted candidates' online presence, the school will look out for indicators of concern, such as:

- Inappropriate behaviour, jokes or language.
- Discriminatory comments.
- Inappropriate images.
- Drug or alcohol misuse.
- Anything that suggests the candidate may not be suitable to work with children.
- Anything that could harm the reputation of the school.

Any concerns will be addressed during the interview process. The school will ensure that candidates are given an opportunity to discuss any concerns raised by the online search.

## **The interview**

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison by a designated note-taker on the interview panel. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children. The school will use a range of selection techniques to identify the most suitable person for the post.

Interview questions seek to:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children.
- Exploring their skills and asking for examples of experience of working with children.
- Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this.
- Seek examples of the candidate's previous experience.

Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.

Areas that may raise concerns and lead to further enquiry include:

- Implication that adults and children are equal.
- Lack of recognition or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children.
- Indicators of negative safeguarding behaviours.
- Attempts to push or overstep boundaries.
- Consistent rule-breaking behaviour.

The interview panel will request to see shortlisted candidate's self-disclosure form prior to interview. Candidates will also be asked to show proof of identification and qualifications at interview.

The candidate will be given the opportunity to discuss any concerns or ask any questions. The process will always comprise a face-to-face interview; however, the recruitment panel will also request that candidates complete exercise that relates to the role for example teaching a group of pupils, carrying out a timed administrative task.

## **After the interview**

After the interview has been completed, the recruitment panel will:

Assess all candidates' performance using the same agreed criteria.

Ask the successful candidate to provide proof of identification and qualifications for the school's records, and to complete the DBS check as soon as possible.

Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the Records Management Policy, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

Make a provisional offer of employment to the candidate outlining that the offer is subject to the relevant checks.

Ask the successful candidate to provide identification, in order to process pre-appointment checks, along with proof of qualifications if necessary.

Complete the relevant pre-appointment checks.

Any spent or filtered convictions declared on the candidate's self-declaration form, or declared at interview, will not affect the offer of employment if already made; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

## **Remote recruitment**

The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this. The school will research and select a suitable online platform through which online interviews may take place, taking into account ease of use, privacy measures and suitability for the purposes of online interviews. Online interviews will be conducted in line with the school's ICT and Electronic Devices Policy and Data Protection Policy at all times.

Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview

commencing. Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.

The school will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible. The school will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.

The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:

- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times.

- The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background. The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information.

- Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue.

When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences. If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.

The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.

If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.

## **Pre-appointment checks**

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks. These checks seek to identify whether there is anything that would make the candidate an unsuitable appointment for working with children or as a teacher.

When appointing new staff, the school will:

- Verify the candidate's identity, e.g. checking the name and birth date on a birth certificate and verifying any name changes.

- Process an enhanced DBS check for the candidate and, for candidates engaging in regulated activity, barred list information.

- Write a risk assessment and obtain a separate children's barred list check if the individual will start work in regulated activity with children before the DBS certificate is available.

- Verify a candidate's mental and physical fitness to carry out their role (via Medigold).

- Verify the person's right to work in the UK.

- Make further checks as appropriate on any individual who has lived or worked outside the UK.

- Verify professional qualifications, as appropriate.

- Ensure that appropriate checks are carried out to ensure that individuals employed to work in Reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.

For those in management, trustee or governor roles, conduct a section 128 check. The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

The recruitment panel will assess all cases fairly and on an individual basis. Where a decision has been made not to appoint somebody because of their convictions, it will be clearly documented to enable the school a chance to defend its decision if challenged.

The school will consider the following when assessing any disclosure information on a DBS certificate:

- The seriousness and relevance to the post which they have applied to
- How long ago the offence occurred
- The country where the offence occurred
- Whether it was a one-off incident or a history of incidents
- The circumstances around and at the time of the incident
- Whether the individual accepted responsibility for what happened
- Whether the offence has been decriminalised

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.

The school will use the Employer Secure Access sign-in portal via the Teaching Regulation Agency Teacher Services web page to check if a proposed governor is barred as a result of being subject to a section 128 direction.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

## **Volunteers**

For volunteers who wish to work in school on a regular basis or for a fixed period of time (for example more than two weeks, every week the volunteer will complete the school's volunteer application form. The assistant head teacher will meet the candidate and use professional judgement and experience when deciding what checks, if any, will be required. For volunteers in regulated activity all of the checks relating to the recruitment process described above will be undertaken.

All unsupervised volunteers engaging in regulated activity will be required to provide the school with an enhanced DBS check with a barred list check. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

The school will only request barred list information for volunteers in regulated activity.

## **Candidates who have lived outside the UK**

The Teaching Regulation Agency no longer maintains a list of EEA teachers with sanctions. Schools must continue to carry out safer recruitment checks on all candidates and must make any further checks they think relevant.

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary, including an enhanced DBS certificate with barred list information for those engaging in regulated activity, even if they have never been to the UK before.

Where an individual has working and/or lived outside the UK for 3 months or more within the past 10 years, the school will make any further checks that it deems appropriate. For example, obtaining proof of past



teaching conduct for any teaching position from the professional regulating authority in the country in which they worked, where available.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

### **Agency and third-party staff**

In the case of any employee working at the school who is sourced from an agency or third-party organisation, the school will obtain written notification from the organisation confirming that they have carried out the same pre-recruitment checks the school has on their employees. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed (via requesting photo ID on arrival).

The school will obtain a copy of the enhanced DBS certificate from the agency or third-party organisation where it has been obtained before the person is due to commence work and has disclosed any matter or information.

### **Trainee and student teachers**

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out. This process will be checked by the assistant head teacher.

### **Existing staff**

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

Where an existing member of staff is moving to regulated activity, the recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children. An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the relevant referral duty criteria, as outlined in the DBS's barring referral guidance.

The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that harm.

- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.

- The individual is deployed to another area of work not in regulated activity, or where they have been suspended.

Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity. Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

## **Contractors**

The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

The school will set out its safeguarding requirements in the contract between the contractor's organisation and the school via our school's risk assessment.

If a contractor is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. The school will always check the identity of contractors and their staff on arrival.

## **Governors**

All governors will have an enhanced DBS certificate process by the school.

Associate members (e.g. Infant School Link Governor) will not be asked to undertake a DBS check.

Governors will be subject to a section 128 direction check.

## **Right to work checks**

EU, EEA, or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will not be able to use their passport or national ID as proof of right to work. Schools will need to check candidate's right to work online. The UK operates a points-based immigration system which affects how schools employ teachers who are not UK or Irish nationals. All overseas nationals, including those from the EEA and Switzerland, arriving in the UK from 1 January 2021 come under the new system.

The school will obtain evidence that all candidates for a position have the right to work in the UK by either conducting a manual document-based check, or by using the government's online portal. This will be done before a candidate is offered a position.

When conducting a manual, document-based check, the school will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: List A for candidates with a permanent right to work in the UK, or List B for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with section 19 of this policy.

The school will obtain proof of candidates' immigration status in the UK.

The school will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:

- The candidate provides a document confirming receipt of an application to EUSS on or before 30 June 2021
- The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
- The school has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service
- The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question

- The school is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
- The school considers that it has not been provided with any acceptable documents, but the person presents other information indicating they are a long-term resident of the UK, i.e. having arrived before 1988.

The school will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.

Where a candidate's right to work is time-limited, the school will conduct a follow-up check in advance of its expiry.

The school may use a certified digital identity service provider (IDSP) to conduct right to work checks on candidates.

## **Identification checking process**

When checking the validity of identifying documents, the school will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the school will be in physical possession of the original documents. The school will only accept valid, current and original documentation in its physical form. The school will not accept photocopies or documentation printed from the internet, e.g. internet bank statements.

The school will request original documents with photographic identity, such as a passport, and compare this against the candidate's likeness. The school will not accept documents that are not in the candidate's current name as recorded on the application form.

The school will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the school will hold a discussion with the candidate about the reasons why. The school will always aim to check the name on the candidate's birth certificate in order to validate their identity.

The school will compare the candidate's address history with any other information the candidate has provided, such as their CV.

The school will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.

The school will keep a dated record of every document that has been checked for the duration of the candidate's employment and for a further two years after they have left the school. This will be either as a hard copy or in a scanned format which cannot be manually altered, e.g. JPEG or PDF document, and will be made available to the appropriate authorities if and when requested.

In line with the UK GDPR and Data Protection Act 2018, the school will only retain copies of DBS certificates where there is a valid reason for doing so, and only for as long as is needed to consider the information provided – this will not be for longer than six months.

When information is destroyed, the school may keep a record of the fact that vetting was carried out, the result of this vetting, and the recruitment decision taken.

The school may use a certified digital IDSP to secure DBS checks on candidates.

## **After the pre-appointment checks**

Once the pre-employment checks have been completed, the recruitment panel will:

Agree a start date with the candidate.

Destroy the completed self-declaration forms

Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.

Add the required details of the checks carried out to the school's SCR.

## **Single central record (SCR)**

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

All staff (including supply staff) who work at the school.

All others who work in regular contact with children in the school or college, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

**Please note: for documents being viewed by the school, the date recorded on the SCR should be the date the document was seen, rather than the date it was issued.**

An identity check

A barred list check

An enhanced DBS check

A prohibition from teaching check

Further checks on people living or working outside the UK, including checks for European Economic Area (EEA) teacher sanctions and restrictions

A check of professional qualifications

A section 128 check (where appropriate)

A check to establish the person's right to work in the UK

The school will record whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18.

For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

If checks are carried out on volunteers, this will be recorded in the SCR.

The details of individuals will be removed from the SCR once their employment with the school ends.

## **Safer recruitment training**

At least one member of the recruitment panel will have completed formal safer recruitment training.

As a measure of good practice, the school will ensure that this training is renewed every three years.

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

- The recruitment and selection process
- Pre-appointment and vetting checks, regulated activity and recording of information

- Other checks that may be necessary for, staff, volunteers and others
- How to ensure the ongoing safeguarding of children and legal reporting duties on employers

## **Safeguarding**

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

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

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

## **Monitoring and review**

This policy is reviewed every three years by the full governing board and the headteacher.

Any changes made to this policy will be communicated to all members of staff and relevant stakeholders.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

## Reference Request

### Sheffield City Council

Children, Young People and Families Portfolio



**Please complete and return your reference at your earliest convenience to:**

**Nicola Sexton** [headteacher@dobcroft-jun.sheffield.sch.uk](mailto:headteacher@dobcroft-jun.sheffield.sch.uk) Telephone: 0114 2368075

#### SECTION 1- Employment Details

Reference for:	
Applicant for the post of:	
Dates of employment with you:	From:  To:
In what capacity have you known and/or worked with this person?	
How long have you known this person?	
Is this employee currently subject to disciplinary action or a current investigation? Do they have a live warning on their file? YES OR NO	
If YES please give details i.e. what were the circumstances and why and what was the outcome?	
Has the applicant been subject to capability procedures during the last two years of their employment? YES OR NO	
If YES, please give details of concerns which gave rise to this, the duration of the proceedings and the outcome:	
Have there been any allegations or concerns raised about this person related to the safety and welfare of children or young people, or behaviour towards children or young people? (Note: please do not provide details of allegations found to be unsubstantiated, unfounded or malicious) YES OR NO	
If YES Please provide the details of the outcome: (e.g. if these were investigated, the conclusion reached, how this was resolved)	

Are you confident that the candidate is suitable for a position which involves working with children? YES OR NO	
If your answer is no, please detail your specific concerns and reasons why you consider them unsuitable:	
Are you aware if the applicant has any criminal convictions, cautions, or pending prosecutions? YES OR NO	
If YES, please give details:	
With reference to the Job Description and Person Specification provided, do you feel the candidate has the ability, and is suitable to undertake this role? YES OR NO	
If this person has already left, or has indicated an intention to leave your employment, please could you indicate the reasons, as far as you are aware:	
Would you consider this person for re-employment if there was a suitable vacancy? YES OR NO	
Do you know of any reason why we should not employ the applicant? YES OR NO	

## SECTION 2- Professional Details

*Please address the following headings in completing section 2 of your reference with regards to the person specification*

### 1. **Relevant experience for KS2**

### 2. **Knowledge, understanding and skills – curriculum, teaching and learning, inclusion**

3. **Leadership and management abilities** (include reference to their ability in developing leadership and management in others for example directing efficient use of teaching assistants, leading team meetings, delivering CPD, change management, school self-evaluation, creativity). Effectiveness in contribution to raising standards of achievement.

4. **Communication and interpersonal skills** – with reference to peers, staff (teaching and support), children, parents & carers, governors, other professionals

5. **Successful resource management and subject leadership** (link to School Improvement Plan priorities)

6. **Networking** – ability to develop strong networks and work in partnerships with parents, governors, staff, vulnerable pupils and schools, colleges and other agencies including the Children Service Authority

7. **Any other relevant information**



--

**8. Please comment on the candidate's teaching ability- please tick or cross the box that best fits.**

	poor	average	good	strong	outstanding
Building positive relationships with pupils- individually & at whole class level					
Behaviour management					
Pastoral support for pupils					
Knowledge of the curriculum & quality of lesson preparation					
Ability to create and provide a stimulating, organised classroom					
Ability to meet the needs of all abilities					
Understanding and implementation of practice for SEND pupils					
Assessment for learning within lessons and driving progress in lessons					
Use of formative assessment in teaching & learning					
Creativity and ability to inspire					
Contribution to year group/school team					
Willingness to go above and beyond					
Contribution to the wider school community eg attendance of PTA events, running an extra-curricular club					
Relationships & communication with professionals					
Relationships & communication with parents					
Personal resilience & responsiveness to coaching/feedback					
Commitment to CPD					

***Please indicate the level of your recommendation for this candidate for the post of class teacher***

*Please ✓ appropriate box*

- ☐ *cannot be recommended for the post.*
- ☐ *can be recommended for the post.*

- ☐ *can be highly recommended for the post.*
- ☐ *can be recommended unreservedly for the post.*

<i>As it is the Council's practice to encourage the use of open references, whenever possible, would you please confirm whether this candidate will receive a copy of this reference from you, or otherwise know its contents.</i>	Yes	No
<i>If NO, would you have any objection to its contents being revealed during the selection process?</i>	Yes	No

**Name** .....

**Signed** .....

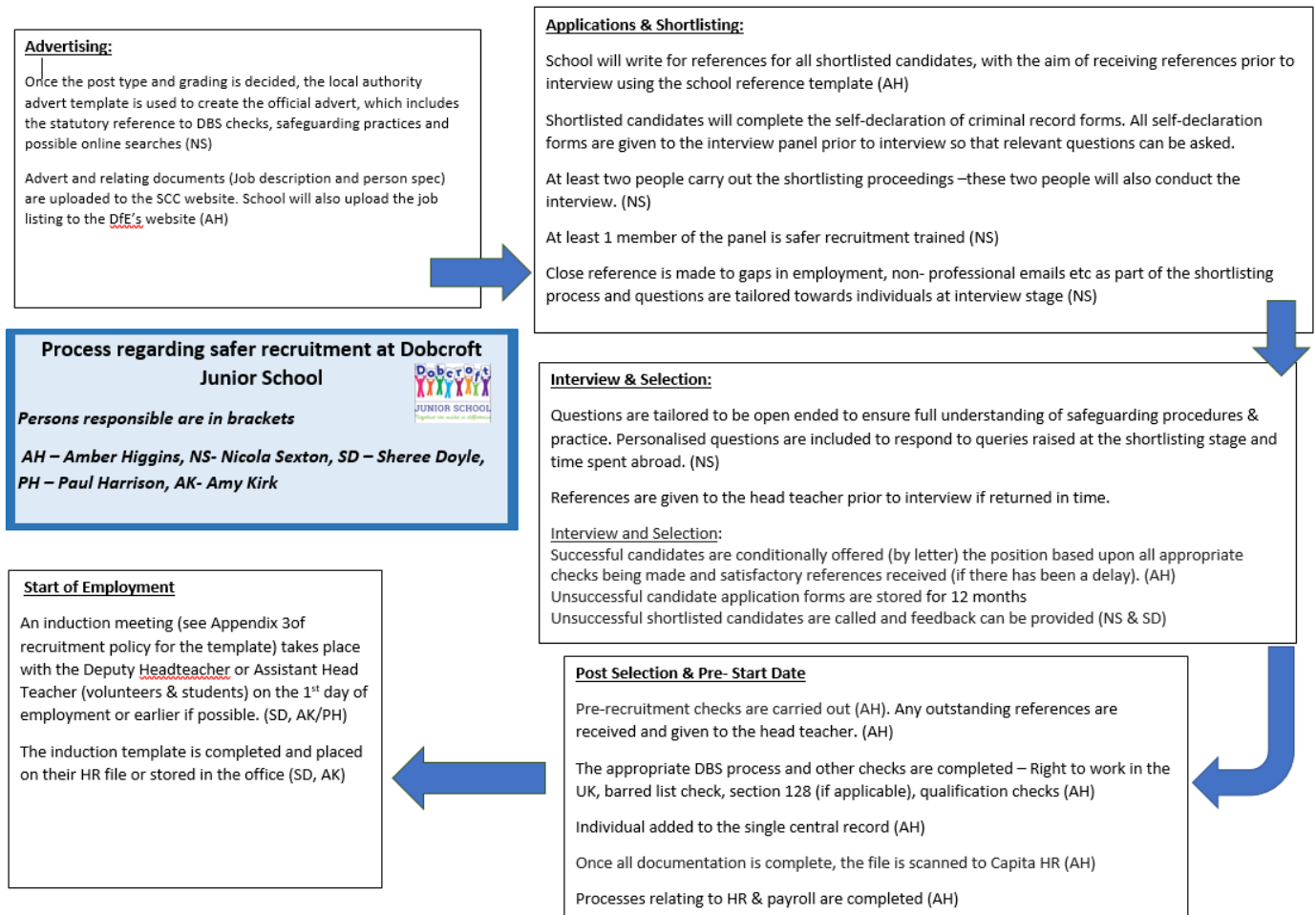
**Post Title** .....

**Relationship to Applicant** .....

**Date** .....

***Many Thanks for your Time and Effort***

## Appendix 2: Safer recruitment flowchart



## Appendix 2: Standard interview questions

question	response	Comments (RAG)
<b>Role:</b>  <b>Salary:</b>  <b>Days:</b>  <b>Hours:</b>		
1. Can you tell us what went well in your lesson and what would you change or improve upon?		
2. Can you tell us what you know about DJS and why you would like to work here?		
3. What strategies do you use in your teaching to ensure each child reaches their full potential, including the <b>least and most</b> able?		
4. What are the characteristics of a successful classroom environment and can you give examples from your own practice?		
5. How would you describe your approach to behaviour management and what would you do if a child was not co-operating?		
6. What is your understanding of safeguarding children in school and can you give an example of following good practice		
7. If relevant- can you tell us about the gaps in your employment (dates....)		

8. If relevant- can you tell us about the time you spent abroad and any references		
9. Where relevant- personal question relating to any other issue on the application form/		
Do you have any questions or anything you would like to add?		
Thank you, we hope to make a decision today  Please can I check your telephone numbers		

1. Can you give us an example of an engaging lesson that you have planned that you are particularly proud of?
2. As a class teacher, what do you understand to be your responsibilities as far as Child Protection is concerned?
3. One of the strengths of DJS is its inclusive ethos. What does this mean and what are the implications for you as a class teacher?
4. What would you require from us in the short and longer term in order to enable you to settle quickly into the role and life in our school as well as prepare you for future roles? E.g. Areas for development/ CPD?
5. Are there any questions you would like to ask us?

# Dobcroft Junior School – Staff Induction (HR File)



JUNIOR SCHOOL  
Together we make a difference

**NAME:**

**ROLE:**

Induction Activity Red text = Specific questions / answers to record on this form		Person Responsible	Date completed														
<u>Tour of school</u> <table border="1"> <thead> <tr> <th>Reference the following</th> <th>Completed ✓</th> </tr> </thead> <tbody> <tr> <td>Passcodes for internal doors</td> <td></td> </tr> <tr> <td>Car parking times / restrictions (no movement around the morning and afternoon drop off / pick up)</td> <td></td> </tr> <tr> <td>Evacuation procedures and where to find key information for any room</td> <td></td> </tr> <tr> <td>Brief visit to reprographics area and paper resource cupboard</td> <td></td> </tr> <tr> <td>Staffroom and timetables area e.g. where they might find break duty timetables</td> <td></td> </tr> </tbody> </table>		Reference the following	Completed ✓	Passcodes for internal doors		Car parking times / restrictions (no movement around the morning and afternoon drop off / pick up)		Evacuation procedures and where to find key information for any room		Brief visit to reprographics area and paper resource cupboard		Staffroom and timetables area e.g. where they might find break duty timetables		SLT lead conducting induction:			
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<u>Safeguarding training</u> Has the member of staff A-Never done basic training B-Done it previously but more than 3 years ago C-Completed 3 yearly basic training within the last 3 years – specify where and when this was completed.		SLT lead completing induction to pass this information to Louise Fear
Refer to and deliver the key points on the local authority safeguarding induction sheet (separate document)		
Provide details of other SG training completed within the last 3-5 years (Including online SG).		
Online safety training completed – are there any specific needs?		
Any specific needs / requests based on the role to be fulfilled? (eg physical restraint)		
Filtering and monitoring plan to be provided and explained (flow chart word doc) See Paul Harrison if any questions about this		
<u>Staff Handbook - provided and key details established from the book including</u> Reference the following Completed ✓ Daily timings and routines Staff code of conduct including dress Absence procedures (including pre-planned / covering duties using the staffroom cover sheet etc)		
<u>Key communication at DJS</u> Reference the following Completed ✓ Use of email for staff for communicating day to day Staff briefing – day / time Staff briefing minutes PDMs – which to attend Website has school calendar / key policies ClassDojo for communication with parents Communication strategy for communication with parents- e.g. office send texts, 1 month notice minimum over £5 request etc		SLT lead completing induction
<u>Timetables</u> Reference the following Completed ✓ Daily and weekly timetable to be provided – TA staff Relevant timetables e.g. break time duty – Teaching staff		SLT lead completing induction
<u>Key policies to be addressed, provided / signposted to</u> The member of staff needs to read the following (identify the staffshare location)– many are also on our website – some we provide as part of the induction, along with handbook Reference the following Completed ✓ Behaviour policy (website) Anti-bullying policy (website) Safeguarding policy (website) Online safeguarding – including filtering and monitoring flow chart of response (website) Use of social media (staffshare or print) Code of conduct (staffshare or print) Teaching and Learning policy (including marking and feedback) (staffshare or print)		SLT lead completing induction

Procedures / policy for educational visits (staffshare or print)				
<u>Wellbeing</u>			SLT lead completing induction	
Reference the following	Completed ✓			
Relationships Policy (website copy)				
Key aspects of classrooms e.g. Turn it around, worry monster				
Lunch times overview including 5 minutes' peace, peer mediators				
Identify and meet line manager & support available from them				
<u>Admin – To be provided</u>				
Network login			Amber Higgins	
SIMS login				
Printer passcode				
CPOMS login			Induction lead to prompt Sheree Doyle to have a CPOMS meeting / induction	
Gmail account details			Amber Higgins	
Teachers – medical information for their class as a list			Amber Higgins	
SEND pupils' documentation including EHC documents and support plans. All one page profiles			Induction lead to prompt meeting for new staff member with SENDCo	
<p>Sign to show that you have received a full induction related to key policies and practices. Also sign to say that you have read, understood and will adhere to the safeguarding policies and other policies specifically listed in the induction handbook for Dobcroft Junior School.</p> <p>Signed: _____</p> <p>Name: _____</p> <p>Date: _____</p>				
<p>Are there any current questions / needs that we can help to address over the coming weeks?</p>				