



Ackworth School

Recruitment, Selection and Disclosure Policy

1 Introduction

Ackworth School (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff and volunteers.

The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who are aware of and share this commitment.

This policy and procedures aim to provide clear guidance in relation to both the selection and appointment of staff to achieve the following:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping children safe in education (September 2016) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2 Recruitment and selection procedure

2.1 Pre-recruitment

- **Review**

The Head/Departmental Head/Line Manager should, in conjunction with the HR Manager, evaluate the position identifying any necessary or desirable changes, i.e. duties, responsibility levels, candidate skills etc that may be required. The Job Description, Person Specification and existing Terms and Conditions should also be reviewed and updated as necessary. A Staff Requisition form should then be completed with the Bursar and signed off by the Head and HR Manager.



Ackworth School

- **Timescales and appointment of Interview Panel**

The Departmental Head/Line Manager will consult with the HR Manager, to determine timescales for advertising, closing dates, potential interview dates and appropriate interview panel, which should consist of a minimum of two people.

- **Interview Panel**

At least one member of the interview panel will be appropriately trained and experienced in the selection process and at least one member will be aware of the statutory guidance on safer recruitment and safeguarding requirements included in Section 1 above and possess a Safer Recruitment Training certificate.

To ensure impartiality, if a member of the panel is known to the candidate, this should be disclosed at the time. All panel members should be able to attend all interviews for the duration of the recruitment process, to maintain consistency and fair treatment of all candidates. It is acceptable for some panel members to observe a lesson delivered by each of the candidates and the other panel members to conduct the interview.

2.2 Advertising the Vacancy

- It is normal practice that all vacancies are advertised, both internally and externally. However, where it is considered that existing staff have the prerequisite skills, consideration may be given to advertising posts internally only.
- The HR Manager, will liaise with the Departmental Head/Line Manager to draw up the content of the advertisement ensuring that the wording is appropriate and non-discriminatory.
- All advertisements will include details of the position, together with contact details and closing date.
- The vacancy will be advertised in the most appropriate media i.e. local/national press, specialist journals, agencies, job centres and the School's website.

3 Applications

All applicants for employment will be required to complete either an online application or a paper application form containing questions about their academic and employment history and their suitability for the role. A Curriculum Vitae will not be accepted in place of the completed application form for teaching positions. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

3.1 Processing Applications

- Recruitment Control Form. This document is utilised by the HR Manager, and records the details of applicants responding to the vacancy forming an audit trail to reflect the status of the candidate's application during the selection process. It also provides statistical information for monitoring of response levels etc.
- After the closing date, all application forms and any attachments will be photocopied, together with the Recruitment Control Form and distributed to the interview panel, with the original documentation retained by the HR Manager.



Ackworth School

- To comply with The Employment Practices Data Protection Code, the HR Manager must ensure that all applications are kept in a secure location and remain confidential.

3.2 Scrutinising

Each member of the interview panel should individually review and scrutinise all applications to ensure:

- they are fully and properly completed
- the information provided is consistent and does not contain any discrepancies
- any anomalies, discrepancies or gaps in employment identified are noted.

As well as reasons for obvious gaps in employment, a history of repeated changes of employment without any clear career or salary progression, or a mid career move from a permanent post to perhaps supply teaching or temporary work, will need to be noted for further verification if the applicant is shortlisted for interview.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation. The interview panel should record their notes on individual applications as part of the selection process and pass to the HR Manager for retention.

3.3 Shortlisting

When the panel have completed their individual review, they should agree on a shortlist of candidates, which will be notified to the HR Manager and interview date(s) confirmed with the selected candidates.

For Academic positions, references will be obtained for shortlisted candidates prior to interview. This must first be agreed with candidates.

3.4 Notification to Candidates

All applicants will receive written notification of the outcome of their application from the HR Manager as soon as possible after the closing date i.e. an invitation to interview or notification that their application has not been successful.

3.5 Invitation to Interview

The HR Manager will invite candidates to attend the interview, which will be confirmed by email, outlining date, time and place, membership of the interview panel, format of the interview and also providing directions to the School and a list of documents required to be brought to the interview.



4. Pre-employment checks

In accordance with the recommendations set out in KCSIE, DUCA Boarding Schools: National Minimum Standards (2015), and the requirements of the Education (Independent School Standards) Regulations the School carries out a number of pre-employment checks in respect of all prospective employees.

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

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

4.1 Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

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

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

4.2 Areas to be covered during the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people and suitability for working in a School environment
- his/her ability to support the School's commitment for safeguarding and promoting the welfare of children and young people
- gaps or any issues relating to the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee
- if the candidate wishes to declare any issues in light of the requirement for an Enhanced DBS check or any issues relating to references
- confirmation of the candidate's mental and physical fitness to carry out their work responsibilities

4.3 References



Ackworth School

- For teaching positions, references will be taken up and verified prior to interview.
- For non teaching positions references will only be taken up after an offer is made.
- All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School.
- One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.
- Neither referee should be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant to be suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.
- All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:
 - The applicant's dates of employment, salary, job title/duties, reason for leaving, performance.
 - Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.
- The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.
- References will be validated by the HR Manager by direct contact with the referee.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

4.4 Medical fitness

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

It is the School's practice that all applicants to whom an offer of employment is made must complete a Medical Declaration Form and Medical Questionnaire. The School will arrange for the Medical Questionnaire to be reviewed by the School's Medical Officer. This information will be reviewed against the Job Description and the Person Specification for the role. If the School's Medical Officer has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. In accordance with the Equality Act 2010 the School will not withdraw a job offer without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

4.5 Criminal records check

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



Ackworth School

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

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

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

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

It will not be removed under any circumstances if it appears on a list of "specified offences" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included. A caution received when a person was aged 18 or over for an offence committed in the United Kingdom will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence

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

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

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

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

The list of "specified offences" which must always be disclosed. This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

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



Ackworth School

relevant suitability information. Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

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

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

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

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place. A risk assessment form should also be completed by the Head/HR Manager/Bursar, placed on file and recorded on the SCR.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s), a certificate of good conduct and/or references from any employment held. Work can only commence once the overseas information has been received and only if the School has considered that information and confirmed that the applicant is suitable to commence work at the School.

4.6 Prohibition from teaching check

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



Ackworth School

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

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

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

planning and preparing lessons and courses for pupils;

delivering lessons to pupils;

assessing the development, progress and attainment of pupils; and

reporting on the development, progress and attainment of pupils.

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

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

4.7 Prohibition from management check

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

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

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role; and
- support staff posts on the senior leadership team.

It also applies to appointments to the governing body.



Ackworth School

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

In addition, the School asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

It is the School's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

5. Conditional Offer of Employment

A conditional offer of employment will outline the details of the position, i.e. job title, commencement date (to be confirmed when satisfactory DBS and references have been received and verified).

The Offer of Employment will be conditional upon the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where this has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory, which must be verified telephonically;
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School;
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008, which renders them unable or unsuitable to work at the School;
- confirmation that the applicant is not disqualified from working in connection with early or later years provision (if applicable, see section 5.7 below);
- for teaching positions, confirmation from the National School for Teaching and Leadership that the applicant is not subject to a prohibition order;
- the receipt of an Enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" (see section 5.5 below) confirmation that the applicant is not named on the Children's Barred List administered by the DBS;
- verification of the applicant's medical fitness for the role (see section 5.4 below);
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

The School is not permitted to check the Children's Barred List unless an individual will be



Ackworth School

engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

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

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check (police check) from the relevant jurisdiction(s).

6 Contractors and agency staff

Contractors engaged by the School must complete the same checks that the School is required to complete for its staff. Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School. The School will independently verify the identity of staff supplied by contractors or an agency in accordance with section 4.3 above.

7 Governors and Volunteers

An Enhanced DBS clearance will be obtained by the HR Manager prior to commencement of duties. All volunteers who are in 'regulated activity' will have an Enhanced DBS and all relevant checks undertaken.

8 Visiting Speakers and the Prevent Duty

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

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School. All visiting speakers will be subject to the School's Visiting Speakers Policy. This will include signing in and out at Reception, the wearing of a visitors' badge at all times and being escorted by a fully vetted member of staff between appointments. The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and or permit a speaker to attend the School. In doing so the School will always have regard to the Visiting Speakers Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

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



Ackworth School

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age. The School reserves the right to obtain such information on any other person appointed to work for or at the School.

9. Adults Living on Site

A Children's Barred List check (formerly List 99) and an Enhanced DBS clearance will be obtained by the HR Manager for all adults living on site but not employed by the School.

10 Policy on recruitment of ex-offenders

10.1 Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 10.2 below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply (see paragraph 5.5 above). A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and/or the DBS if:

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

10.2 Assessment criteria

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

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.



10.3 Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The risk assessment must be signed by the Head or Bursar before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

11 Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, storage containers, access to which will be restricted to members of the HR department; not retain disclosure information or any associated correspondence for longer than is necessary, and only retain it for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

12 Retention of records

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation will be retained by the School for the duration of the successful applicant's employment with the School. After employment ends it will be retained in accordance with the School's document retention guidelines. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

13 Referrals to the DBS and National School for Teaching and Leadership (NCTL)

The School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or



Ackworth School

- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.
- If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

14 Queries

If an applicant has any queries on how to complete the application form or any other matter he / she should contact the HR Manager.



Appendix 1 List of valid identity documents

Group 1: primary trusted identity credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government/state issued documents

- current UK driving licence full or provisional (old style paper version)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) - issued at any time after the date of birth by the General Registrar's Office / relevant authority i.e. Registrars)
- marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK and Channel Islands)

Group 2b: Financial/social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA)*
- 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) Valid up to expiry date
- letter of sponsorship from future employment provider (non UK / EEA only valid for applicants outside the UK at the time of application) Must be valid
- utility bill (UK) - not mobile telephone *
- benefit statement - e.g. child benefit, 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 , HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security *
- EU national ID card Must still be valid
- cards carrying the PASS accreditation logo (UK) Must still be valid
- letter from Head or College Principal (UK) for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided.

Note



Ackworth School

If a document in the list of valid identity documents is:

denoted with * - it should be less than three months old

denoted with ** - it should be less than 12 months old

not denoted - it can be more than 12