



WALTHAMSTOW HALL
SEVENOAKS

STAFF RECRUITMENT POLICY AND PROCEDURES

Including Single Central Register Pro-Forma, Exemplar Job Description and other appendices

[This policy forms one of a suite of policies at Walthamstow Hall for safeguarding children]

Policy

Walthamstow Hall is committed to recruiting and retaining well-qualified staff of the highest possible calibre. The staff recruitment policy should be read in conjunction with other school policies including those on child protection, equality and disability. These policies have been formulated with regard to requirements of related legislation, notably safeguarding legislation including:

- Keeping Children Safe in Education, September 2019;
(<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)
(Keeping Children Safe in Education replaced Safeguarding Children and Safer Recruitment in Education in April 2014, but much of the detail of SCSRE in respect of employment procedure still forms a best practice guide to safer recruitment);
(<https://static.lgfl.net/LgflNet/downloads/online-safety/LGfL-OS-Research-Archive-2006-DfES-Safeguarding-Children.pdf>)
- Working Together to Safeguard Children, July 2018;
(<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>)
- Prevent Duty Guidance, July 2015;
(<https://www.gov.uk/government/publications/prevent-duty-guidance>)
- DfE guidance (May 2018) on Prohibition from Management checks;
- Disqualification under the Childcare Act statutory guidance September 2018. This policy also has regard to the following legislation:
 - Childcare Act 2006
 - The Childcare (Disqualification) Regulations 2009

Walthamstow Hall recognises fully its responsibilities for child protection and the contribution it can make to protect children and young people and support pupils and to keep them safe. It is committed to providing training for all staff and volunteers as required to support these aims. All staff are expected to follow and support the child protection measures in place. Policies apply

to all staff, governors and volunteers in the School. Governors, staff and those involved in recruitment are expected to have undertaken Safer Recruitment training and to be aware of best practice in this area, including duties under Prevent and Channel.

The aim of the Recruitment Policy is to:

- ensure the appointment of the highest calibre candidate for any particular post, whether teaching or non-teaching.
- ensure that the selection and appointment process is rigorous, fair and efficient at every stage. We do not discriminate against any candidate on grounds of race, sex, sexual orientation, religion, gender, age, mental or physical disability, responsibility for dependants or offending background. The process may include tasks, observations and interviews as appropriate to the post, to discriminate between candidates.
- ensure the present and future safety and well-being of all staff, pupils and others in the school.
- secure the continued success and development of the School.

To this end those responsible for recruitment will have the appropriate training in safeguarding, safer recruitment, child protection, including Prevent/Channel, and other key issues. Appointment of a Headmistress, Bursar or other senior staff will always include Governor involvement and other appointments may include Governor involvement in the process at the Headmistress's discretion. The School is committed to providing Continuing Professional Development and Inset Training as required for employees, volunteers and Governors.

Applicants are made aware of the School's policy and procedures, which are regularly reviewed and which are available on the School's website.

Disqualification under the Childcare Act 2006 (and statutory guidance Sept 2018)

The Act and the Regulations state that it is an offence to employ anyone in connection with early years or later years provision with children up to the age of 8 who is disqualified from doing so. To this end at Walthamstow Hall all staff involved with early years or later years (up to the age of 8) childcare are required to complete a self-declaration form about any disqualifications under the Act (Appendix 5). This is an on-going duty and all relevant staff are required to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. A record is kept centrally and in individual staff files. The grounds for disqualification include:

- being on the DBS Children's Barred List.
- being subject to a Section 128 direction or prohibition under the NCTL list, including individuals barred from taking part in the management of an independent school.
- being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.
- being the subject of certain other orders relating to the care of children.
- refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering.
- for individuals who have lived or worked outside the UK, checks should include additional checks for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed, using the NCTL Teacher Services' system.

- The Home Office has published guidance on criminal record checks for overseas applicants at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- The DfE has also issued guidance on the employment of overseas trained teachers (OTT) at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/387894/OTTs_web_guidance_10_Dec_14.pdf

The Procedure

All appointments are made and administered by the Headmistress or, in her absence, the Deputy Heads of the School. Whilst other staff, e.g. Head of the Junior School, may be involved in the process, the Headmistress is responsible for staff appointments. The only exceptions to this are staff recruited by the Bursar or Governors using the same procedure.

Posts may be advertised in the national, and or/local press (as appropriate) and/or on relevant websites and internally. Where appropriate, e.g. where additional teaching hours are not required, posts of responsibility may be advertised internally in the first instance, before being advertised externally should a suitable appointment not be possible from amongst existing staff. On occasions where other appropriate means are used to recruit staff, e.g. medical staff agency, teaching supply agency, requirements with regard to checks and all relevant information required still apply, e.g. Qualifications, Right to Work in the UK, DBS Enhanced disclosure, Barred List, Prohibition from teaching/management, Disqualification from childcare. [The Agency supplying details of candidates will be asked to confirm that necessary checks are in place and that the identity of the individual will be verified by the School on arrival.]

Following initial enquiries for 'packs', applicants will be sent:

- (1) general information about the School, stating its ethos and aims and the requirements of being an employee
- (2) specific information relating to that post, the qualifications and personal skills and qualities sought
- (3) an Application Form (see appendix) for information required of candidates
- (4) application and Recruitment Process Explanatory Notes, including details of pre-appointment checks

Candidates who request additional information in the public domain, e.g. a prospectus, may be supplied on request.

As well as the Headmistress, other senior staff, the Bursar or Governors may be involved in the selection process, as appropriate.

Only candidates who complete the information required on the Application Form will be considered. After an initial selection, based on the Application Form, a short-list of candidates will be selected and invited to attend for interview and further assessments. Precise details of these will be supplied to candidates invited for interview.

Further assessments may include teaching a prepared lesson whilst observed (using the School's lesson observation form) or completing other tasks in controlled conditions e.g. library exercise/ admin typing task.

Candidates may be required to undergo a medical examination to test their fitness to work with children, before any offer of employment is confirmed. All candidates will be required to complete a Medical Questionnaire prior to employment.

Candidates invited to interview will be required to provide

- evidence of identity
- evidence of qualifications
- evidence of valid Enhanced DBS check if possible

A Single Central Register of staff appointments is held by the Headmistress and is available to the Bursar who is the Data Protection Controller.

Prior to interview the School will seek at least two references, including the candidate's current or most recent employer. Please note that the School will not accept open references or references from relatives or referees writing solely in the capacity of friends. The School reserves the option of making telephone contact with referees.

Candidates will be interviewed individually and given every opportunity to ask questions as well as being asked questions.

Candidates will be reimbursed for reasonable expenses using the School's relevant application form.

After due consideration of all factors, all candidates will be contacted with the outcome of the process as swiftly as possible. The successful candidate is offered the post formally in writing, subject to satisfying the necessary statutory checks.

Teaching staff recruited after 3 April 2014 will be subject to a further pre-employment check to ensure that anyone employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State. This check is carried out using the Employer Access Online Service.

Pre-employment checks on volunteers, staff or contractors and other individuals that are not school staff or supply staff are completed according to the requirements set out in KCSIE (Sept 2019) including section 128 directions for internal promotions to management positions.

No post is confirmed until the necessary references, checks and evidence are in place. Staff contracts can only be signed following satisfactory completion of this process.

No decision on an appointment will be made public until written confirmation of the offer is despatched, written acceptance received and all formalities and requirements satisfactorily completed and recorded.

Once a candidate has accepted a post, a file is established with regard to the Data Protection Act for that individual. He/She will be invited to appropriate new staff induction training provided and inducted in the school's policies and procedures.

In addition, teaching staff are supplied with a copy of the Staff Handbook (updated annually) which contains guidance and key information.

Staff are included in systems for training, support and feedback once employed and these are regularly audited.

For volunteers not engaged in regulated activity, a risk assessment will be completed.

Appendices:

- Appendix 1: Exemplar Job Description
- Appendix 2: Exemplar Application Form and Application and Recruitment Process Explanatory Notes
- Appendix 3: Candidate Identity/Credential Form
- Appendix 4: Single Central Register Pro Forma (listing checks)
- Appendix 5: Childcare Disqualification requirements – Self-Declaration form
- Appendix 6: Pre-Employment Health Questionnaire

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed Sept 2019
Next Review Date Sept 2020

Signed: Date:
Mrs J Adams
Chair of Governors



WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 3-18

Job Description for Head of Geography

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Commencing

September 2018

Summary of the rôle

A well-qualified, efficient, enthusiastic and inspirational teacher is sought for the role of Head of Geography at Walthamstow Hall after the retirement of the current incumbent. This is a well-organised and high-achieving department, which aims to nurture the students' knowledge, skills and interests in all matters related to Geography. The successful candidate would be expected to teach across the whole secondary age range up to and including A Level and subject-specific preparation for university applications, including to Oxford and Cambridge. The successful candidate will be expected to lead the Department's programme of residential fieldwork activities at GCSE and A Level. The position would suit an existing Head of Department or an ambitious teacher looking for a leadership role.

The Department

Geography is taught throughout the School by two full-time members of staff (including the Head of Department). The department is well-resourced. It has two dedicated teaching rooms for KS3/4 and two for Sixth Form teaching. These contain networked teacher PCs and projectors. The department has a proud record of developing the use of ICT to support effective learning and teaching, and has developed a range of innovative approaches to improve attainment, such as integrating the development of ICT skills within the subject at KS3 to ensure progression to a high level of competence by GCSE.

The department makes frequent use of the School's IT suites and class sets of laptops and iPads to support the students' learning, and enables the students to access a very a wide range of resources on the School's VLE and elsewhere, as well as specialist software such as 'Digimaps for schools'. There are also a wide range of textbooks; maps and DVDs, which are kept in the Departmental Office. Future development plans will include reviewing and refining the new GCSE and A Level programmes of study.

The department is a member of the Geographical Association and the local High Weald branch, as well as the Royal Geographical Society.

At Key Stage 3 pupils have one double lesson a week. The schemes of work for Years 7 and 8 incorporate a balance of physical and human geography, as well as a variety of independent learning skills and enquiry

based projects, all with the aim of preparation for the GCSE course. In Year 9 the pupils commence the GCSE programme of study. Homework is set weekly, to be handed in the following day, and it is returned at the start of the following lesson. Tests are held at the end of topics to monitor pupils' progress and to encourage them to learn as they go along, and school exams are set in June each year. The pupils keep weekly records of their progress, which they are encouraged to evaluate on a regular basis.

At GCSE the AQA specification is followed, and there are typically two Geography classes, in each of Years 10 and 11. The Sixth Form currently follows the AQA specification to A Level. At present the department does not offer an AS course in the Sixth Form.

The department subscribes to Kerboodle for GCSE and A Level, where the students have access to online textbooks and other resources. Both GCSE and A Level classes have two double lessons a week. Homework is set and marked once a week; tests are held at the end of each unit of work and, in addition to the end-of-year examinations, mock examinations are taken in January of Year 11 (GCSE) and in February of Year 13 (A Level).

In the last few years, the number of students studying Geography in the Sixth Form and at GCSE has increased, and a high proportion of the A-Level groups have successfully continued with Geography at university. 71% of A Level students in 2017, achieved A-B ; whilst at GCSE, 93% of the cohort achieved A* - B.

The department has an established fieldwork programme in the Summer Term which enables progression in the students' enquiry skills from Years 7-13:

- Year 7: FSC Epping Forest - Geographical Skills for the 21st century
- Year 8: Hastings - Coastal processes and management
- Year 9: FSC: Stratford East London - Urban sustainability and change
- Year 10 and 12: Cranedale Centre, East Yorkshire – 5 day residential course when in separate groups the GCSE students carry out a variety of fieldwork techniques and write up two days (one Human and one physical) for preparation for Paper 3: The Year 12 students develop skills which they will apply to the Independent Investigation (NEA), which they will carry out independently in the Summer Holidays.

A Level students regularly attend lectures given by prominent university lecturers at the local High Weald branch of The Geographical Association. Younger students can attend the weekly Geography Club run by Lower Sixth geographers. Optional trips of a more general geographical nature have been organised in recent years during the October half term holiday, to Iceland, Morocco, Switzerland and Italy (Bay of Naples; Sicily and Rome). These trips have been experienced by a wide range of age groups.

Weekly departmental meetings are held to ensure a unified approach to teaching and learning and to encourage the sharing of best practice. Many tasks are shared by members of department, as far as they are able, and CPD is encouraged so that all are able to teach effectively and to develop their own knowledge and interests. Minutes are taken and emailed to Senior Management.

Line Manager	The Head of Geography is line managed by one of the Deputy Heads.
Responsibilities	<ul style="list-style-type: none"> • In addition to fulfilling the role of a subject teacher, the Head of Department has the following additional responsibilities: • Strategic direction and development of the subject area • To draw up, monitor, evaluate and update a strategic plan for the department in accordance with the school's priorities in its 3-year School Development Plan and yearly Action Plan.

	<ul style="list-style-type: none"> To create a positive climate and a shared understanding of the subject's importance and of the short, medium and longer term plan for its development.
Curriculum	<ul style="list-style-type: none"> To inspire all pupils across all ages and aptitudes to develop their understanding and skills in Geography, in order to achieve their full potential in the subject. To keep up to date with developments in Geography and in Geography teaching, especially leading to changes in examination requirements. To write and update programmes of study and schemes of work for all year groups. To teach across all Key Stages at the school.
Teaching and Learning	<ul style="list-style-type: none"> To ensure that the aims, objectives, curriculum coverage, teaching strategies, assessment and reporting procedures and risk assessments are kept up to date in the Department's Handbook and Schemes of Work. To ensure that each member of the department is clear about the department's teaching objectives and methods that will challenge each student and enable them to achieve their full potential. To establish and implement policies and procedures for assessing, recording and reporting student progress and for relating this to previous performance and to potential, including those with particular needs, whether AGT or SEN. To make effective use of data (ALIS; MidYIS) to help in monitoring standards of learning and teaching and to identify under-performance of students as well as those who are gifted and talented. To observe lessons on a regular basis to evaluate the quality of teaching and to identify and promote good practice. To identify and promote opportunities for students to develop their ICT skills and to become increasingly independent learners. To liaise with pastoral heads, tutors and parents about student performance and matters of discipline.
Leading and managing staff	<ul style="list-style-type: none"> To establish positive working relationships and clear expectations within the departmental team. To line-manage departmental staff and to make recommendations about their professional development. To participate fully in appraisal/performance management procedures of staff in the department, assisting them in personal target setting and in developing to the full their potential as teachers. To take an active part in arrangements for recruiting, inducting and supporting new staff and in covering for absent staff. To hold weekly department meetings, ensuring that minutes are kept. To liaise with Senior Management in all matters relating to teaching and learning and about developments within the department. To promote a positive and purposeful culture and a thriving environment within the department. To encourage all staff members to further the aims of the department as much as they are able. To oversee and coordinate the teaching and learning of Geography at the school.

Resources and Equipment	<ul style="list-style-type: none"> • To encourage the use of ICT, by both staff and pupils, and to keep abreast of new technology that may enhance teaching and learning. • To provide online and paper resources for teachers and pupils, including worksheets, tests, videos, simulations, textbooks etc. • To bid for an annual budget from the school and to oversee expenditure. • To liaise with ICT staff, maintenance staff and others to ensure the smooth and safe running of the department.
Health and Safety	<ul style="list-style-type: none"> • To maintain a safe and pleasant working environment in all Geography rooms. • To update the department handbook and schemes of work annually, so that risk assessments for equipment are adhered to. • To prepare risk assessments also for activities outside normal teaching time.
Examinations	<ul style="list-style-type: none"> • To oversee the teaching, learning and recording of examination courses. • To prepare test papers and internal examinations. • To write and mark scholarship and entrance papers. • To introduce and prepare new examination courses as and when necessary.
Extra-curricular activities	<ul style="list-style-type: none"> • To organise fieldtrip visits - day trips and residential visit • To accompany sixth form students to Geographical Association lectures • To coordinate activities and displays for the two Open Days each year and the Sixth Form Open Evening. • To support Geography club as required.

General - ALL STAFF

- To uphold and implement the school's stated mission and to safeguard its ethos, including the support of the pastoral system and wider life of the school.
- To expect and encourage the highest standards of work and behaviour from students at all times.
- To support and implement whole school policies and practices and evaluate their own teaching critically in order to improve personal effectiveness in the classroom.
- To ensure that each pupil is treated as an individual and enabled to fulfil their academic potential.
- To take responsibility for their own professional development and keep up to date with developments relating to subject matter and pedagogy.
- To set a good example to students through personal presentation and conduct and to maintain appropriate personal boundaries with students.
- To establish effective working relationships with professional colleagues.
- Colleagues are expected to contribute to the outstanding pastoral care provided.

SUBJECT TEACHER

- To implement fully the department's schemes of work and to comply with policies and procedures in both the department's handbook and schemes of work on such matters as:
 - programmes of study and syllabus requirements
 - teaching strategies and differentiation
 - lesson preparation and marking
 - monitoring and assessment for students including the use of base-line data and projected grades
 - recording and reporting procedure
 - homework policy and discipline
- To keep accurate records of attendance, work covered and attainment as well as progress against prior attainment and to complete reports as scheduled.

- To attend staff meetings, department meetings, parents' consultation evenings and other functions and to share in representing the department at Open Mornings etc.
- To liaise with the Head of Department and the appropriate Form Tutor and Pastoral Head about individual students.
- To participate fully in appraisal/performance management in line with school policy
- To respond positively to the Head of Department's and School's recommendations for INSET and CPD

You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.

Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

Applications

Applications should be made on the School's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Miss S Ferro.

The closing date for applications is Friday 23 March 2018 (by 12 noon).

Interviews

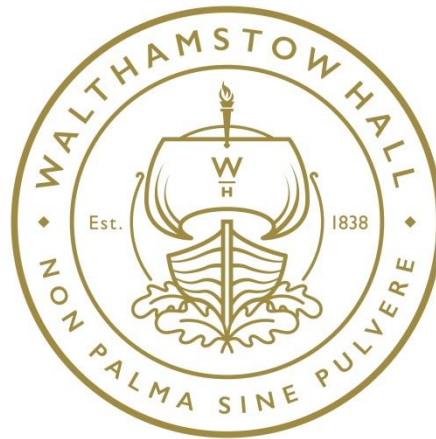
Interviews will take place on Friday 20 April 2018.

References will be taken up before interviews.

Miss S Ferro
Headmistress
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

March 2018

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WALTHAMSTOW HALL SEVENOAKS KENT

Staff Application Form

Position applied for:

Please complete and sign, date and return this Form to the **Headmistress, Walthamstow Hall, Holly Bush Lane, Sevenoaks, Kent TN13 3UL**, together with a covering letter in your own handwriting indicating your interest in, and suitability for this post. If you wish, you may include a photograph.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 and welcomes applications for all posts from appropriately qualified persons regardless of sex, sexual orientation, race, religion, disability, pregnancy and maternity, gender reassignment, marriage and civil partnership or age.

Section I: Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:	
Date of birth:		Former name:	
		Preferred name:	
Teacher registration number (if applicable):		National Insurance number:	
Address:		Telephone number(s):	
		Home:	
		Work:	
		Mobile:	
		Email address:	
How long have you lived at this address? If less than 5 years, please provide all previous addresses for the past 5 years:			
Length of time at address?		Length of time at address?	
Are you eligible for employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:			
Do you have Qualified Teacher status?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current full UK driving licence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Education

Please start with most recent

Name of school/college/university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
	From: dd / mm / yy <table border="1"><tr><td></td><td></td><td></td></tr></table> To: dd / mm / yy <table border="1"><tr><td></td><td></td><td></td></tr></table>										
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Section 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Professional Development

Please provide details of any Professional Development undertaken within the last 2 years:

Section 4: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Reason for seeking other employment:

Section 5: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving
From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>			
To:			
dd / mm / yy			
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Section 6: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

Section 7: Interests

Please give details of your interests, hobbies or skills, including voluntary work:

Section 8: Existing contacts within the school

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

Section 9: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

Referee 1	Referee 2
Name:	Name:
Occupation:	Occupation:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:
May we contact prior to Interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 10: Declaration

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

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

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

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

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

I have nothing to declare

I enclose a confidential statement

(please delete as appropriate)

- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
- **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.**
- **I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**
- **I consent to the School making direct contact with the people specified as my referees to verify the reference.**
- **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.**

Signed:

Date:

APPENDIX 2 continued:

WALTHAMSTOW HALL - Application and Recruitment Process Explanatory Notes

1. General

Walthamstow Hall is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

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

All queries on the School's Application Form and recruitment process must be directed to the Headmistress or Bursar (as applicable).

2. Application Form

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Applicants will receive a Job Description and Person Specification for the role applied for.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice.
- Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.
- The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify [the School/their manager] immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- Staff and/or successful candidates who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the [headmistress/bursar] for more details.
- Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

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

3. Invitation to Interview

- The interview will be conducted in person and the areas which it will explore will include suitability to work with children.
 - All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.
 - All candidates invited to interview must also bring with them:
 - A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
 - Where appropriate any documentation evidencing a change of name;
 - Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.
- Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.*
- Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

4. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references from a senior person with appropriate authority (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. Verification of professional qualifications;
6. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
7. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered; and
8. Satisfactory medical fitness.
9. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

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

5. Criminal Records Policy

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

The School complies with the provisions of the DBS Code of Practice.

6. Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under the School's Data Protection Policy.



**WALTHAMSTOW HALL
SEVENOAKS**

CANDIDATE IDENTITY/CREDENTIAL FORM

Position applied for:

Interview Date:

Name:	
Tel No:	
References applied for:	
References received:	

➤ Identification of applicant verified by **Driving Licence** (including photograph and paper counterpart) **OR Passport OR** a full **Birth Certificate** :

➤ Proof of residency at current address provided
(**1 utility bill or financial statement** showing current name and address:

➤ Any documentation evidencing a change of name:

➤ **Original documents** confirming any educational and professional qualifications:

Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

I verify that the information supplied to the school is accurate

Signature of Applicant:

Signature of person
confirming authenticity:

Date:



WALTHAMSTOW HALL
SEVENOAKS

Self-Declaration form

PART I		
Name:		
Position:		
<p>Please circle either Yes or No for each question on this form.</p> <p>When responding please disclose information relating to offences in the UK but also any equivalent offence overseas.</p> <p>If you circle Yes to any question then please provide the following information in writing:</p> <ol style="list-style-type: none"> 1 Details of the order, restriction, conviction or caution and the date that this was made; 2 The relevant court or body and the sentence, if any, which was imposed; and 3 Provide a copy of the relevant order or conviction. 		
Offences		
To the best of your knowledge have you;		
Ever been barred from working with children.	Yes	No
Been convicted of a violent offence against an adult.	Yes	No
From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a violent offence against an adult.	Yes	No
Been convicted of a sexual offence against an adult.	Yes	No
From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a sexual offence against an adult.	Yes	No
Been convicted of a violent offence against a child.	Yes	No
From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a violent offence against a child.	Yes	No

Been convicted of a sexual offence against a child.	Yes	No
From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a sexual offence against a child.	Yes	No
Orders relating to the care of children		
Has an order ever been made relating to a child in your care?	Yes	No
Have your children ever been the subject of a child protection order?	Yes	No
Have you ever been refused an application for registration of a children's home or had any such registration cancelled?	Yes	No
Have you ever been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), been disqualified from any such registration or had that registration cancelled?	Yes	No
Have you ever been prohibited, restricted or disqualified from private fostering?	Yes	No

PART 2

Declaration

I confirm that I have completed this form to the best of my knowledge and that I have not knowingly withheld any relevant information. I understand that a failure to disclose relevant information now, or the providing of false information, may result in the termination of my employment [or the withdrawal of an offer of employment]. I understand that knowingly working in early or later years provision whilst disqualified is a criminal offence.

I understand that I am under an on-going duty to disclose to the School any change in my circumstances which results in my being disqualified from working in early or later years provision including becoming disqualified by association.

I consent to the School retaining Part 1 of this Self-Declaration Form, and any other relevant information disclosed, for as long as is reasonably necessary for the School to establish and document that I am not disqualified under the Regulations. After that period I understand that the School will securely shred Part 1 of this form.

I also consent to the School retaining Part 2 of this form on my confidential personnel file for the duration of my employment so that the School may evidence at inspection that it has complied with its statutory obligations in this respect.

I understand that the School has a duty to disclose any relevant information provided to Ofsted and I consent to Walthamstow Hall disclosing this information.

Signature:

.....

Position:

.....

Date:

.....

NB: Please return your completed form to the Headmistress as soon as possible. Thank you.

Appendix 6

Pre-Employment Health Questionnaire

STRICTLY CONFIDENTIAL

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

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

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

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

PLEASE COMPLETE IN CAPITAL LETTERS

Title:

Forename:

Surname::

Address:

Date of birth:

Sex:

Name of GP:

Address:

Telephone Number:

Position applied for:

Medical history

Please complete the following questions by ticking the appropriate box. If the answer is 'yes', give details including (a) date, (b) amount of time lost from work/school, (c) treatment, as appropriate.

Have you ever suffered from any of the following illnesses?

	Yes	No	If yes, please give details
Visual defects/eye conditions (including colour-blindness)			
Hearing defects/ear conditions			
Severe anxiety, depression, other psychiatric disorder			
Paralysis or other neurological disorder			
Fainting attacks, blackouts, epilepsy or fits			
Recurrent headaches, migraine			
Vertigo, giddiness or tinnitus			
Heart disease, high blood pressure			
Asthma, bronchitis, tuberculosis or other chest disease			
Peptic ulcer or other digestive or bowel disorder			
Liver disorder			
Kidney or bladder problems			
Gynaecological problems			
Recurrent backache, arthritis, rheumatism			
Any blood disorder			
Eczema, dermatitis, other skin conditions			
Diabetes, thyroid or other gland problems			
Hay fever, allergies to drugs, animals etc			
Any recurrent infections			
Any impairment of immunity to infection			
Varicose veins causing trouble			
Hernia			
Any alcohol or drug related problems or illness			
Any other medical condition, physical or mental, not mentioned above			

Have you?

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

Present Health Status

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

Workplace Adjustments

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

<p>Do you feel that you have any condition that may constitute a disability under the EA and which may affect your ability to do this job e.g. mobility, physical strength or stamina, sight, hearing, speech, mental illness / impairment etc? If yes, please provide details of any adjustment which may enable you to carry out the role.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--	--

Declaration

I declare that, to the best of my knowledge, the information I have given is correct and that I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question.

I understand that the School is legally required to verify my medical fitness for the role, that my employment with the School is therefore conditional upon the verification of my medical fitness and that I may be required to attend a medical examination.

I understand that failure to disclose relevant information or giving false information may result in termination of my employment or the withdrawal of an offer of employment.

I consent to the School retaining this medical form and any other information about my medical fitness on my confidential personnel file for the duration of my employment. I understand and agree that the School may use any medical information about me to help discharge its obligations towards me as my employer as and when it is necessary, or reasonable, to do so. I further understand and agree that the School may confidentially retain any medical information about me for a period of six months after my employment terminates, following which it will be securely destroyed.

I hereby give my consent to Walthamstow Hall processing the data supplied above.

Signature **Date**