

**POLICY AND PROCEDURES FOR RECRUITMENT OF STAFF**  
**INCLUDING CHECKS REQUIRED FOR VOLUNTEERS AND**  
**CONTRACTORS**

**I. Application Forms**

- 1.1 Leweston School requires that all applicants for employment at Leweston as well as volunteers, submit applications using the Leweston School application form. Curriculum Vitae will only be accepted in substitution for an application form in exceptional circumstances.
- 1.2 All posts at Leweston involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The individual Job Description for the post will provide specification information about the extent of this responsibility and training will be undertaken as necessary.
- 1.3 Successful applicants for employment and volunteers will be required to be subject to an Enhanced Disclosure from the Criminal Records Bureau (CRB) and undertake Child Protection Training. A full risk assessment will be undertaken on contractors working at Leweston during term time and with access to areas frequented by pupils; this may also result in them being required to supply references, be subject to an Enhanced CRB Disclosure and undertake Child Protection training.
- 1.4 Successful applicants, volunteers and contractors require references and enhanced CRB disclosures and will only be able to commence employment with Leweston once Leweston has received the Disclosure from the CRB and two written references. Only in exceptional circumstances will applicants be able to start without receipt of this information and, if so, separate procedures to cover this situation will be followed.
- 1.5 Leweston will usually seek references on shortlisted candidates unless the candidate has specifically requested otherwise. Leweston may also approach previous employers for information to verify particular experience or qualifications before interview.
- 1.6 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, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young people.

- 1.7 You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if the applicant has started work, and possible referral to the police and/or the ISA.

## **2. Invitation to Interview (potential employees only)**

- 2.1 If you are invited to interview, it will be conducted in person and will explore your suitability to work with children.
- 2.2 All candidates invited to interview must bring the following documents to the interview:
- Original documents confirming any educational/professional qualifications that are necessary or relevant to the post. Where original or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
  - Two forms of original identification, i.e. current photocard driving licence, passport, full birth certificate.
  - A utility bill or financial statement showing your current name and address, which is less than 3 months old.
  - Where appropriate, any documentation evidencing a change of name. (if you are providing a birth certificate and your name has changed since birth, you must also provide the appropriate documentation e.g. marriage certificate, to confirm the change of name.)

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

The school will take copies of the documents listed above. If you are successful in your application and you are subsequently appointed, the copies will be retained in your personnel file in order to demonstrate compliance with the ISI regulatory requirements and the National Minimum Standards for Boarding Schools. If you are unsuccessful in your application, the school will destroy the copy documents by shredding.

## **3. Pre-Appointment Checks For Staff, Volunteers and Contractors**

- 3.1 Any offer to a successful candidate will be conditional upon:
- Receipt of two written satisfactory references (if these have not already been received);
  - Verification of identity and qualifications;
  - Receipt of satisfactory Enhanced Disclosure from the CRB;

- Where appropriate for teaching posts – verification of professional status (e.g. GTC registrations, QTS, NPQH) and verification of successful completion of statutory induction period;
  - Where the successful candidate has worked or been resident overseas in the previous 5 years, the candidate will be required to provide a Certificate of Conduct from their country of origin (employees and volunteers only).
  - Verification of medical fitness, i.e. confirmation from doctor of fitness for the post (employees only).
- 3.2 No member of staff will be able to commence work at Leweston until the Bursary has signed off the recruitment file, certifying all relevant checks have been completed.

#### 4. **Further Action**

##### 4.1 Where a candidate:

- Receives a CRB Disclosure which shows that he/she has been disqualified from working with children by a Court ; and/or
- Is found to have provided false information in, or in support of, his/her application; and/or
- Is found to be the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the police and/or the ISA.