



# Safer Recruitment Policy

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*ISI Reference 18a*

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## Introduction

Terrington Hall School ("the School") 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 PA to the Headmaster.

## Scope of the Policy

The Recruitment Policy herewith refers and applies to staff directly recruited and employed by the School. Staff are defined as:

*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.*

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The school conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers which includes supply staff, the school must be provided with a copy of the DBS check for such staff.

Any staff who TUPE transfer into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks.

## Safer Recruitment

The School will make candidates aware that all posts in the School involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for. As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head/Bursar. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head/Bursar for advice (please see Appendix 1: Recruitment of Ex-Offenders).

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, 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 position.

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. This includes any staff who are disqualified from childcare or registration. These offences are detailed in the Disqualification Under the Childcare Act June 2006 document, which can be found at the following link:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

The Childcare (Disqualification) Regulations 2006 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 Head/Bursar 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 Head/Bursar for more details.

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

#### Prevent Duty

From 1 July 2015, specified authorities, including all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the 'Prevent' duty.

Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be asked questions relating to the Prevent Duty (See Appendix 4 for sample questions).



Applications from Overseas.

Any applicant who applies for a position and has been employed overseas within 3 years must obtain a police record from that country. This police record must show their good conduct and confirm that no criminal convictions were received whilst working within that country. Obtaining this record is solely the responsibility of the applicant and the police record will be used in conjunction of the other requirements set out in this policy.

Application Procedures

Please see Appendix 3 for the schools' full recruitment application and information pack. The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Invitation to Interview.

The School will short-list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Formal Interviews

All formal interviews will have a panel or separate interviews involving at least 3 people chaired by the Headmaster or Bursar. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Governing Body will decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children (please see Appendix 4 for sample questions). 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 the candidate from the awarding body.

At least one member of the panel will be trained in Safer Recruitment.

The School requests that all candidates invited to interview also bring with them:

- A current driving licence including a photograph 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.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
- 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;
- Verification of professional qualifications, where appropriate;
- Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999).
- 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
- Satisfactory medical fitness.
- Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2006 OR Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2006.



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.

References.

Two references are required, one being from the current or most recent employer, before employment can be offered.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

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

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, GDPR and its obligations under its Data Protection Policy.



## Appendix 1 –Recruitment of Ex-Offenders.

The School will not unfairly discriminate against any candidate 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 individual 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 below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS. Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

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

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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.



If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud. If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud. If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink-driving.



Appendix 2: List of Staff Checks Completed Prior to Appointment

**SAFE RECRUITMENT CHECKLIST: Keep in Front of Staff File**

Name:

Date of Birth:

Position Held:

Employment Start Date:

	Comments	Signed	Date
Standard Application Form Completed (including Career History)			
Proof of Identity and Address (List documents, retain copies)			
Barred List Search			
NCTL Prohibition Check - Teachers			
Prohibition from Management of Independent Schools S28 - For Members of SMT, Heads of Department and all Governors			
DBS Check (at Enhanced Level)			
Qualifications (retain copies)			
Medical Questionnaire			
Right to Work in the UK			
Overseas Police Check			
Written Reference & Verbal Verification 1			
Written Reference & Verbal Verification 2			
Personal Interview by TH Employee Training in Safer Recruitment			
Headmaster's Employment Risk Assessment(if appropriate)			
Details Entered on Central Register of Appointments			
Letter Offering Employment			
Employment Acceptance Received			
Issue of Standard Terms and Conditions or Written Contract			
Licence to Occupy School Property (if appropriate)			
Issue of Job Description			



Appendix 3: Job Application Sent to Applicants



**TERRINGTON HALL SCHOOL**

**Application for Employment**

Strictly Confidential

**Applications will only be accepted from candidates completing this application form in full. CVs will not be accepted in substitution for this Application Form.**

<b>POSITION BEING APPLIED FOR</b>
DAYS & HOURS AVAILABLE FOR WORK

<b>TITLE</b> Mr / Mrs / Miss / Ms / Other (please specify)	<b>ANY OTHER NAMES USED PREVIOUSLY</b>
<b>SURNAME</b>	<b>NATIONALITY</b>
FULL FORENAME(S)	Do you have a work permit to take up employment in the UK? Yes/No (delete as applicable)
DATE OF BIRTH	

<b>ADDRESS</b>	<b>TEL NUMBER DAYTIME</b>
	<b>TEL NUMBER EVENING</b>
	<b>MOBILE TEL NUMBER</b>
	<b>E-MAIL</b>



NATIONAL INSURANCE NUMBER

FAMILY / CHILDREN (Please also state if you are related to any existing employees or Governors of Terrington Hall School)

DETAILS OF EDUCATION / RELEVANT QUALIFICATIONS / TRAINING (Please include Awarding Body and Date of Award. Please note you will be required to provide original copies of certificates if invited for interview.)

FROM	TO	NAME OF SCHOOL/UNIVERSITY	QUALIFICATIONS



PRESENT EMPLOYMENT (Please provide details of your present or most recent employment including name and address of employer, telephone number, dates of employment and a description of role and responsibilities.)

Empty space for providing details of present or most recent employment.

CURRENT SALARY

Empty space for providing current salary information.

PERIOD OF NOTICE REQUIRED AND DATE AVAILABLE TO COMMENCE EMPLOYMENT

Empty space for providing notice period and start date information.

PREVIOUS EMPLOYMENT (Please list all full-time and part-time work, paid or unpaid, including any periods of self employment, starting with the most recent first. Please provide dates that you were employed from and to for each period of employment. You should account for any gaps in employment. Continue on a separate sheet if necessary.)

Dates		Name & Address	Position held & brief details of duties	Reason for Leaving
From	To			



FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (You are invited to add below further relevant information in support of your application, in particular your personal qualities and experience which you believe are relevant to your suitability for this post. Please continue on a separate sheet if necessary.)



REFEREES (Please provide the names, addresses and telephone numbers of three referees, two professional (one of these should be your current or most recent employer, please state their position) and one personal. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.

PROFESSIONAL	PROFESSIONAL	PERSONAL (We are unable to accept references from relatives of the applicant.)
PERMISSION TO CONTACT IF SELECTED FOR INTERVIEW	PERMISSION TO CONTACT IF SELECTED FOR INTERVIEW	PERMISSION TO CONTACT IF SELECTED FOR INTERVIEW
Yes / No (delete as appropriate)	Yes / No (delete as appropriate)	Yes / No (delete as appropriate)

PROTECTION OF CHILDREN AND DBS DISCLOSURE (Please delete as applicable.)

**Terrington Hall School is committed to safeguarding and promoting the welfare of children, and young people and expects all Governors, employees and volunteers to share this commitment. Successful candidates will require a DBS check.**

I have an Enhanced Disclosure from the Disclosure and Barring Service. Please supply disclosure number and date of issue.

Number:

Date:



I do not have an Enhanced Disclosure from the DBS, but I accept and agree that in the event of my application being successful, enquiries will be made in accordance with the requirements of the Children Act.

Signature:

**DECLARATION**

I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body, e.g. the GTC.

I certify that to the best of my knowledge, the information given on this form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or providing false information and possible referral to the police and/or DfES Children's Safeguarding Operation Unit. I also understand that the information I have provided may be subject to verification.

**Signature**

**Date**



## TERRINGTON HALL SCHOOL

### EQUAL OPPORTUNITIES POLICY AND PROCEDURES

#### **POLICY**

- The School is committed to a policy of equal opportunities. As part of the equal opportunities policy we treat job applicants and members of staff in the same way regardless of age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex.

**. All members of staff are requested to co-operate to ensure that the policy is implemented in full.**

#### Monitoring

All job applicants will be asked to complete a form giving details of their sex, age, ethnic origin and any disabilities. The School guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only.

#### Managing Staff Problems Fairly

##### A. Disabled Persons

Where a disabled person applies for a post or a member of staff becomes disabled the School will make reasonable adjustments to remove the disadvantages faced by the disabled person.

##### B. Discipline

Any member of staff who discriminates against or harasses any other members of staff on the grounds of race, sex or disability will be subject to the School's disciplinary procedures. Such behaviour may well constitute gross misconduct and could result in summary dismissal.

##### C. Grievances

Any employee who believes he or she has received less favourable treatment on grounds of age, sex, race, disability is asked to use the grievance procedure.

Sexual, age, racial or disability harassment is unlawful discrimination and improper and unacceptable behaviour. Any employee who feels that they have suffered harassment should raise the matter with the Headmaster for teaching staff, or with the Bursar for non-teaching staff. All complaints will be dealt with promptly, confidentially and impartially.





**TERRINGTON HALL SCHOOL**  
**DISABILITY INFORMATION SHEET**

**Disability Statement**

Terrington Hall School is committed to pursuing a policy of equal opportunities for people with disabilities. We are working towards better employment practices to ensure applicants with disabilities receive full and fair consideration for all types of vacancies as well as for training, career development and promotion.

**Disability Information**

Section 1 of the Disability Discrimination Act 1995 defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Long term means an impairment which has lasted or is likely to last for 12 months or more.

The law requires us to make reasonable adjustments where a disabled person applies for a job. You may wish to let us know if there are any reasonable adjustments you would like us to make to assist you in your application.

**Name**.....

**Address** .....

.....

**PostCode** .....

Post applied for .....

Do you consider that you have a disability?                      Yes/No

Is there anything which you wish to tell us about your disability?

If you are appointed to this post, do you feel that any special aids or equipment or other adjustments would be required to take account of your disability? Please give details.

Thank you for providing us with this information. This form will be treated in the strictest confidence. Please return this form with your application.



## TERRINGTON HALL SCHOOL

### POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Terrington Hall School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Terrington Hall School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, age, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Headmaster and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Terrington Hall School to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Terrington Hall School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.



**TERRINGTON HALL SCHOOL**

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975**

This document is to be completed by all applicants whose potential employer is Terrington Hall School. The location of the position for which you are applying is exempt from the provisions of Section 4(2) of the above Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order of 1975.

Applicants are therefore not entitled to withhold information about convictions/cautions, reprimands or warnings which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such information will lead to disciplinary action which could result in dismissal.

1. I do\*/do not\* have any previous convictions/cautions/reprimands or warnings\*

(\* delete as applicable)

.....  
Signed & dated by Interviewer/Assessor

2. If you do have a previous conviction/caution/reprimand or warning then please complete the following –

a) What is the nature of the conviction/caution/reprimand or warning

.....

b) On what date were you convicted/cautioned reprimanded or warned

.....

b) What was the sentence? .....

.....

I, declare that the information given above is true to the best of my knowledge.

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

(Prospective Employee)

*Interviewer/Assessor – please sign under Question 1 at the time of Interview/Assessment.*



## TERRINGTON HALL SCHOOL

### POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

#### General Principles

As an organisation using an umbrella group to apply to the Disclosure and Barring (DBS) Disclosure service to help assess the suitability of applicants for positions of trust, Terrington Hall School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

#### Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

#### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

#### Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

#### Using an Umbrella Body

The School uses an Umbrella Body to process all of Terrington Hall Schools DBS application forms; we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.



## Appendix 4: Sample Safeguarding Questions for Interview

### **1. Discussion about CV (including explaining any gaps)**

### **2. Discussion of Safeguarding Issues (including Child Protection, the Prevent Duty and Whistleblowing)**

**Have you encountered any Child Protection Issues during your career? Can you describe them and your response?**

**What Child Protection Training have you received?**

**How do you create positive professional relationships with the pupils you teach?**

**A child makes a disclosure to you which concerns you. What do you do?**

**What would you do if you suspected a member of staff was abusing a child?**

**What is your understanding of the Prevent Duty?**

**Have you undergone a recent DBS Disclosure?**

#### **Have you had any Criminal Convictions?**

*I would point out that the Post for which you are applying is subject to a DBS Disclosure at Enhanced Level and is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. It is an offence to fail to do so or falsify any information you give.*

**Have any allegations regarding your suitability to work with children ever been made against you?**

#### **Discussion about Referees**

**Any further questions from Interviewers.**