



PORT·REGIS

SAFER RECRUITMENT PACK

POLICY NAME	Safer Recruitment Pack	POLICY OWNER	C Beaty-Pownall Director of People
APPROVED BY	Governance Committee	DATE APPROVED	June 2026
DATE OF LAST REVIEW	May 2026	DATE OF NEXT REVIEW	June 2027
SOURCE DOCUMENT	ISBA template – Safer Recruitment Pack Template August 2025		

1.	Safer Recruitment Pack – Contents
2.	Recruitment Checklist
3.	Recruitment Privacy Notice
4.	Recruitment, Selection and Disclosures Policy and Procedure
5.	Advertisement Wording
6.	Job Description Form
7.	Letter in Response to Expression of Interest
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12.	Invitation to Interview Letter & Interview Schedule
13.	Self-Declaration Form & Social Media Form
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22.	Visiting Speaker Checklist and Risk Assessment

2. Recruitment Checklist

ONBOARDING CHECKLIST

1) Start Date:

Name				
Position				
2) Proof of Identity (address and photo)				
2.1) Birth Certificate & name change evidence				
3) Barred List – Other Clearance (for all known names)				
4) DBS online check				
4.1) <u>DBS</u> physical check of certificate				
4.2) Update Service Email with DBS consent form sent SEE ORIGINAL CERTIFICATE				
5) Prohibition order check for anyone carrying out teaching work (for all known names)	Always check and save DfE Record Check statutory induction has been completed			
6) S128 (management) check (for all known names)				
7) Overseas Clearance (this includes an overseas criminal record check AND where the applicant has taught overseas a letter from the regulated authority confirming no sanctions or restrictions were imposed and no reason(s) they are unsuitable to teach see KCSiE for further details (if not possible risk assess and get a third reference))				
8) Proof of Qualifications				
9) Immigration/ Right to work in the UK				
10) References received	Received & checked (all info consistent with application and electronic references from legitimate source)	Employment dates consistent with employment history	Date reference verified	Date reference signed by Head
a)				
b)				
c)				
11) Health Questionnaire & Health Verification				
12) Check Application Form:				
12.1) Gaps in career history				

13) Disqualification from childcare check (if working with nursery/reception children or in boarding or before/after school provision for under 8s i.e. F form or younger)	Date completed	Printed Signed
14) Google search of: - name alone - name + location + current or previous employer Social Media Handles		
Declaration to be completed by shortlisted candidates	Date sent: Date verified:	Date Signed:
Safeguarding induction/video - form completed to say they have watched this		
H&S induction/video - form completed to say they have watched this		
Set up on PASS		
Set up on iSAMS		
Inform IT		
Interview completed and notes filed		
Safeguarding interview completed and notes filed		
Up-date Single Central Record & data transfer		
Contract of Employment signed & returned and in personnel file		
Staff Induction Checklist sent		
TES training completed		
Training Incentive - inform line Manager or accounts Dept		
Reading of required policies on iAM completed		
Sexual Harassment Video watched on iAM Compliant		
Gym waiver signed		
Add to support staff PDR spreadsheet if required		
Add to Service Awards spreadsheet		
Add to probation spreadsheet		
Issue holiday form (non teaching staff)		
Richard Glover informed for badge purposes		Badge Issued

All onboarding checks have been completed, and the new member of staff is authorised to begin work. Line Manager has been informed:

Start Date Confirmed:	
Signed by People Team Coordinator:	
Date:	
Signed by Director of People:	
Date:	
Line Manager emailed to inform new starter can begin employment:	

3. RECRUITMENT PRIVACY NOTICE Port Regis School Limited

Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals enquiring about or applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact.

You are being sent a copy of this privacy notice because you are enquiring about a position at the School, or applying to work with us (whether as an employee, worker, or contractor). We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1. WHO COLLECTS THE INFORMATION

Port Regis School Limited ('School') is a 'controller' in relation to personal data and gathers and uses certain information about you. This means that we are responsible for deciding how we hold and use your personal information.

The School's contact details are as follows:

Port Regis School
Motcombe Park
Shaftesbury
Dorset
SP7 9QA

Telephone (01747) 857800
Email: office@portregis.com

2. DATA PROTECTION PRINCIPLES

We will comply with the data protection law and principles when gathering and using personal information, as set out in our Data Protection Policy. This means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in a way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept safely and securely.

3. ABOUT THE INFORMATION WE COLLECT AND HOLD

The table in Part 1 of the Schedule below summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part 2 of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

4. WHERE INFORMATION MAY BE HELD

Information may be held on the School's premises in our filing systems and on our servers. It may also be held on our behalf by third party agencies, service providers and representatives.

5. HOW LONG WE KEEP YOUR INFORMATION

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a lawful reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful and you join the School, and once the six month period set out above comes to an end, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Staff Privacy Notice.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Further details on our approach to information retention and destruction are available in our Information and Retention Records Policy.

6. YOUR DATA RIGHTS TO CORRECT AND ACCESS YOUR INFORMATION AND TO ASK FOR IT TO BE ERASED

Please contact our Data Protection Lead (dpl@portregis.com), who can be contacted as detailed under 1 above if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have other rights including the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances. Our Data Protection Lead will provide you with further information about your data rights, if you ask for it. You may also want to read the Staff Privacy Notice which provides more detail on this.

7. KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

8. HOW TO COMPLAIN

The Data Protection Lead, oversees compliance with this privacy notice. We hope that our Data Protection Lead, can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

Part 1: Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your current and any former names, title, date of birth, gender, national insurance number, and contact details (i.e. current address, home and mobile phone numbers, email address)	From you	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable the People Team to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p>
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	<p>To make an informed recruitment decision</p> <p>Both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details.</p>
Your name, contact details and details of your qualifications, experience, employment history and interests	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Consent (if given): if you are unsuccessful in your application, your details may be passed on to an associated School to see if they have any suitable vacancies</p>	To see whether an associated School has any suitable vacancies
Information about you that is publicly available online through online searches	From standard online searches using a web browser, website, or	<p>Legitimate interest: to form part of the School's wider safeguarding due diligence.</p> <p>Legitimate interest: to make an informed decision to</p>	<p>To make an informed recruitment decision.</p> <p>The member of staff carrying out the search, if not involved in the decision-making process, may</p>

	social media platform.	<p>shortlist for interview and (if relevant) to recruit.</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p>	<p>share any relevant information related to suitability with the individuals who will be interviewing. This way the decision makers will only have the relevant information that may need to be addressed at interview and will not be exposed to other information</p> <p>Search results will be reviewed and, if appropriate, explored with the applicant at interview.</p> <p>To comply with legal/regulatory obligations.</p> <p>For further information, see * below</p>
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies
Details of your referees	From your completed application form	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>To comply with our legal obligations to request references</p>	<p>To carry out a fair recruitment process</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR personnel and the referee</p>
Criminal Record Information or information that would make you unsuitable to work with children	From your self-declaration form	Legitimate interests: to carry out a fair recruitment process including giving candidates the opportunity to discuss their disclosure	To make an informed recruitment decision and given candidates the opportunity to discuss their disclosure with the School.

		<p>with the School before a DBS check is obtained.</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>To comply with legal/regulatory obligations</p> <p>For further information, see * below</p>
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Part 2 - Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time keeping and attendance, the reason you left your current or most recent post, and facts of any substantiated safeguarding concerns/allegations that meet the harm threshold under the statutory guidance "<i>Keeping Children Safe in Education</i>" (KCSIE), from references obtained about you from previous employers and/or education providers <input type="checkbox"/></p>	<p>From your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To obtain the required reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p> <p>The reference is confidential and will not be shared with you unless we are required or able to do so.</p>
<p>In respect of applicants for teaching positions who have lived or worked outside the UK, information about any sanctions or restrictions and/or any circumstances impacting your suitability to teach <input type="checkbox"/></p>	<p>From a letter from the professional regulating authority in the country (or countries) in which you have worked</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p> <p>Information shared with DBS and other regulatory authorities as required</p>

Information regarding your academic and professional qualifications <input type="checkbox"/>	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you To comply with our legal obligations	To make an informed recruitment decision
Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, where appropriate, overseas criminal records checks <input type="checkbox"/>	From the [original check and any updated status checks from the] Disclosure and Barring Service (DBS) From overseas jurisdictions in accordance with Home Office guidance In respect of agency and third-party staff (supply staff), from any agency or third party organisation In respect of fee-funded trainee teachers, from the initial teacher training provider	To perform the employment contract To comply with our legal obligations Legitimate interest: For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see * below
Your nationality and immigration status and information from related documents, such as your passport or other identification	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations	To carry out right to work checks Information may be shared with the Home Office

and immigration information <input type="checkbox"/>		Legitimate interest: to maintain employment records	
Information regarding your health, including your medical history, present health status and any workplace adjustments required <input type="checkbox"/>	From you, including via a health questionnaire and medical examination	To comply with our legal obligations including those contained in the Equality Act 2010 and statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE)	<p>To make an informed recruitment decision</p> <p>To comply with legal/regulatory obligations including considering adjustments necessary to enable you to perform the role for which you have applied</p> <p>Information shared with the School's medical advisers including the School doctor and occupational health adviser</p> <p>Information shared with medical adviser carrying out your medical examination</p>
A copy of your driving licence <input type="checkbox"/>	From you	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>To comply with the terms of our insurance</p>	<p>To make an informed recruitment decision</p> <p>To ensure that you have a clean driving licence</p> <p>Information may be shared with our insurer</p>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are available from the People Team.

4. RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

1. General

Port Regis School Limited (“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.

We aim 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 regarding our Application Form and recruitment process must be directed to the school’s Director of People.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

The Council of Management is responsible for the management of the School.

All checks will be made in advance of appointment or as soon as practicable after appointment.

2. Scope of this Policy

This Policy refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, 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, we should set out our safeguarding requirements in the contract between the organisation and the School and must obtain written confirmation from the agency or company that it has carried out the same checks as we would otherwise perform on any individual working at the School (or who will be providing education on the School’s behalf, including through online delivery). We conduct identity checks on agency and contract workers on arrival in School and, in the case of agency workers (which includes supply staff), we must be provided with a copy of the appropriate level of DBS check.

We will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus those checks set out in KCSIE as ‘pre-employment’ checks). The Single Central Record shows these checks have been made and we carry out our own identity check and have seen a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the Governors, and who carries overall responsibility for the day-to-day management and control of the charity. At Port Regis School this would be the Head.
- A person who is accountable only to the Head or the Governors, and who is responsible for the overall management and control of the charity’s finances. At Port Regis School this would be the Bursar.

Being disqualified means that a person can’t take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or ‘waived’) the disqualification.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. We will determine the appropriate level of supervision depending on the circumstances.

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

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Record that details have been accepted under TUPE.

3. Application Form

We will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms but are permitted to be submitted alongside an Application Form.

We will make candidates 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. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify us 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.

The statutory guidance “Disqualification under the Childcare Act 2006” applies 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.

We take our responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the Director of People immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they 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 Director of People for more details.

If the candidate is currently working with children, on either a paid or voluntary basis, we 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. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

If the candidate is not currently working with children but has done so in the past, we will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, we will still ask the current employer about the candidate’s suitability to work with children. Where the candidate has no previous employment history, we 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.

4. Invitation to Interview

We will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them and explore all potential concerns.

As part of the shortlisting process, we will consider carrying out an online search on shortlisted candidates as part of our due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with an applicant at interview. This forms part of our wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

Shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

Shortlisted candidates should be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

We will, where possible, obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

All formal interviews will have a panel of at least two people and, where appropriate, chaired by the Head, Bursar or another designated senior member of staff. It is recommended best practice that 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 Vice Chair shall 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 including where appropriate, any discussion of information shared by a candidate in their self-declaration form.

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.

We request that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport and a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where applicable, 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 us of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

5. 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 (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 (if not already received);
3. A satisfactory enhanced DBS check and, if appropriate, a check of the Children's 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 or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

- Planning and preparing lessons and courses for pupils;
 - Delivering and preparing lessons to pupils;
 - Assessing the development, progress and attainment of pupils; and
 - Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, including Qualified Teacher Status (QTS), where appropriate;
 6. Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
 7. *Where the successful candidate has worked or been resident overseas:* Such further checks and confirmations as we may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing us with a letter from the professional regulating authority in the country (or countries) in which they have worked confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why they may be unsuitable to teach;
 8. Evidence of satisfactory medical fitness;
 9. Receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”;
 10. For a candidate to be employed into a senior management position as set out above under “Scope of this Policy”, receipt of a signed “senior charity manager positions: automatic disqualification declaration” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
 11. Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and

It is our practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by us in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy. 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, and/or layout of the School.

It is our practice that a successful candidate will be required to subscribe to the DBS Update Service. Successful candidates must complete the School’s DBS Update Service Consent Form to authorise the School to undertake status checks on an annual basis as part of the School’s wider safeguarding due diligence. The School will reimburse the cost of the annual subscription fee once an expense claim form has been submitted and authorised. An expense claim form is available from the Bursary

We are aware of our 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.

6. References

We will seek the references referred to in section 5 above for shortlisted candidates (including internal applicants) and will approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant’s current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish us to take up references in advance of the interview, they should notify us at the time of applying.

We will ask all referees if the candidate is suitable to work with children and to provide facts of any substantiated safeguarding concerns or allegations that meet the harm threshold set out in Part 4 of the statutory guidance ‘Keeping Children Safe in Education’. Substantiated allegations that meet the harm threshold should be included in references. Any repeated concerns

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

We will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or open references or testimonials. We will verify all references. Where references are received electronically, we will ensure they originate from a legitimate source.

We will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

If the candidate is not currently working with children, the School will secure a reference from a relevant employer in relation to employment in which the candidate worked with children. If the candidate has never worked with children, the School will obtain a reference from the candidate's current employer, training provider or education setting.

7. Criminal Records Policy

We 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.

We comply with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where we will accept a check from another educational institution which are as follows: This is where the new member of staff ("M") has worked in: –

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment.

In these circumstances we may apply for a disclosure but are not required to do so. A new, separate barred list check will be obtained.

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give us consent to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

If disclosure is delayed

A short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be engaging in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
- The person in question is informed what these safeguards are; and
- It is recommended, but is not a requirement, that a note is added to the single central record and evidence kept of the measures put in place.

8. Retention, Security of Records and Data Protection Obligations

We will comply with our obligations regarding the retention and security of records in accordance with the DBS Code of Practice and our obligations under our Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

We will comply with our data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

Appendix Policy on the Recruitment of Ex-Offenders

We will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. We make appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them 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 us 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 us 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 us to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

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. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of, an applicant's application; or
- we have 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, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- 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 our 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 our 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 our normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

5. STATEMENT TO BE USED IN ALL ADVERTISEMENTS

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

6. JOB DESCRIPTION



Job Description

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

Remuneration and Benefits

Start Date

Hours of Work

Main responsibilities

Person specification

- Essential
- Desired

General

Application Procedure

Safeguarding and Child Protection

Diversity and Inclusion

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

7. LETTER IN RESPONSE TO EXPRESSION OF INTEREST

Dear [name]

Thank you for your expression of interest in the position of [position] at Port Regis School

Please find enclosed:

- The application form
- A job description and person specification.
- Equity, Diversity & Inclusion Monitoring Form.
- Our Child Protection and Safeguarding Policy.
- Safer Recruitment Pack
- Staff Code of Conduct

To be considered for the post please return the completed application form, no later than [date]. We expect to be calling candidates to interview from/on [date].

If you have a disability and need any assistance with the application process or require the application form in large font please contact [name] who will be happy to help with this.

If you have any questions or would like any further information about the position, please feel free to contact me.

Yours sincerely

8. APPLICATION FORM



PORT·REGIS

Port Regis, Motcombe Park, Shaftesbury, Dorset, SP7 9QA

01747 857800

www.portregis.com

APPLICATION FORM

(Please type or write in BLACK ink)

Position Applied for:

Title:	First names: (please underline name by which you like to be known) Former forename/s:	Surname: Former surname/s:
Current address: (if living at any other addresses in the last FIVE years, please give details on a separate sheet)		
Address for correspondence (if different from above):		
Please confirm whether you have lived outside of the UK for 3 months or more within the last 10 years? YES / NO If yes, please give further details:		
Mobile telephone number:	E-mail address:	
Home telephone number:		
Best time and number to contact you on:		
National Insurance number:	Where did you learn of this vacancy?	
Do you hold a current full UK driving licence?	Teacher Reference Number (TRN) (if applicable):	
Current employment:	Present salary and any allowances:	

Position(s) held:	Hours of work:
Reason for leaving:	
Membership of Professional Bodies or Associations (please do not disclose membership of trade unions):	
Please indicate if you know any existing employees or governors at the school, and if so, how you know them:	

EDUCATION AND QUALIFICATIONS

Education (from age 11)

School(s)	Dates (start and end including month and year)	GCSE/A Level subjects	Grade

Higher Education (please indicate whether full or part time)

University/College	Dates (start and end including month and year)	Qualification	Courses / Subject(s)	Class

Professional Qualifications (please indicate whether full or part time)

University/College (Awarding Body)	Dates (start and end including month and year)	Qualification	Courses / Subject(s)

Other qualifications, awards, achievements, skills, languages, publications and the like (with dates as appropriate):			
Hobbies and interests:			

EMPLOYMENT RECORD

Starting with your current situation, please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self-employment and volunteering since leaving secondary education. Please provide where indicated below explanations for any gaps and in each case any reasons for leaving. Please specify the month and year of each 'from' and 'to' date. (Please continue on a separate sheet if necessary).

From: (Month/Year)	To: (Month/Year)	Name and address of employer or organisation for whom you have provided self-employed services/volunteered:	Position, main duties, achievements:	Reason for leaving:

GAPS IN EMPLOYMENT HISTORY

Please provide full details of any breaks or gaps in your employment history, to include dates and reason for the break/gap

From: (Month/ Year)	To: (Month/ Year)	Reason for break in employment

PROFESSIONAL DEVELOPMENT

Please outline any relevant training you have undertaken in the last 3 years:

Date	Course Details	Organised by	Qualification Gained (if applicable)

Any Other Information

Sanctions, Restrictions and Prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL), and body in the UK or a regulator of the teaching profession in any other country?	Yes / No
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes / No
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes / No

REFERENCES

Please give details of at least THREE referees, one of which should be your (present or most recent employer).

- Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- References will normally be sought prior to interview and appointment.
- NB: References from relatives or referees writing solely in the capacity of friends are not acceptable.**
- Please ensure that you obtain consent from your referees before providing us with their contact details.

Referee 1 (present or most recent employer) Name: Relationship to you: Address: Tel No(s): E-mail:	Referee 2 Name: Relationship to you: Address: Tel No(s): E-mail:
Referee 3 Name: Relationship to you: Address: Tel No(s): E-mail:	Referee 4 Name: Relationship to you: Address: Tel No(s): E-mail:

If you were known to any of your referees by another name, please give details:

May we approach your referees without further reference to you? YES / NO.
 If NO, please give details:

--

How much notice are you required to give your present employer?	
Do you need a work permit to work in the UK?	YES / NO
Do you need a visa to enter the UK and work here?	YES / NO

Data Protection
The information that you provide on this form will be used to process your application for employment/contract for services. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice contained within our Safer Recruitment Pack.
If you succeed in your application and take up employment/contract for services with the [School](#), the information will be used in the administration of your employment/contract for services.
We may check the information provided by you on this form with third parties.

Declaration
As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that we will institute our own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.
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](#). We will report the matter to the Police and/or the DBS if:
• we receive an application from a disqualified person;
• we are provided with false information in, or in support of, an applicant's application; or
• we have serious concerns about an applicant's suitability to work with children.
I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).
I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal/the termination of my contract for services.

Signed: Date:

NOTES
The [School](#) regrets that it is not able to pay any expenses associated with applications.
Online searches will be carried out once a candidate has been invited in for interview

Please return this form to peopleteam@portregis.com along with:

A covering letter setting out the personal qualities and experience that you believe are relevant to your suitability for the post and how they meet the person specification; and containing any further information to support your application.

Thank you for taking the time to complete this application form.

9. EQUITY, DIVERSITY & INCLUSION (EDI) MONITORING FORM



Equity, Diversity & Inclusion (EDI) Monitoring Form

This section of the form will be detached from your application and will be used solely for equality monitoring purposes.

This form will be kept separately from your application.

Port Regis School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful for us in maintaining equal opportunities and identifying and addressing barriers to workforce diversity, equity and inclusion.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information provided will be treated in strictest confidence and used as set out in our Recruitment Privacy Notice and Data Protection Policy. It will not be placed on your personnel file.

Please complete the form as you feel is most appropriate for you.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

1. Gender

Which of the following best describes your gender?

- Female
- Male
- Non-binary
- Prefer not to say

Submit

2. Age

What is your age group?

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to say

3. What is your date of birth:

Please input date (dd/MM/yyyy)



4. Ethnic Group

What is your ethnic group?

- White (British, Irish, Other)
- Mixed or Multiple ethnic groups
- Asian or Asian British
- Black, Black British, Caribbean or African
- Other Ethnic Group
- Prefer not to say

Submit

5. Disability

Do you consider yourself to have a disability or long-term health condition under the Equality Act 2010? (A condition lasting 12 months or more that impacts day-to-day activities)

- Yes
- No
- Prefer not to say

6. Religion or Belief

What is your religion or belief?

- No religion
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion or belief
- Prefer not to say


7. Sexual Orientation

Which of the following best describes your sexual orientation?


- Heterosexual / Straight
- Gay or Lesbian
- Bisexual
- Other
- Prefer not to say

8. Marriage and Civil Partnership

- Married / Civil Partnership
- Single
- Prefer not to say

9. How did you hear about this vacancy: 

- School Website
- Indeed
- TES
- Facebook
- Blackmore Vale
- Word of Mouth
- Other

10. If you have answered 'other' to the above question please could you specify: 

Enter your answer

Submit

10. APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

1. General

Port Regis School Limited (“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.

We aim 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 regarding our Application Form and recruitment process must be directed to the Director of People.

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 but are permitted to be submitted alongside a completed Application Form.

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 accurate answers.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify us immediately if there are any reasons why they should not be working with children.

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 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.

We take our responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the Director of People immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they 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 Director of People for more details.

We have a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to understand the factors that lead people to support terrorist ideologies or engage in terrorist related activity, be able to confidently recognise susceptibility to terrorism and be aware of what action to take in response. We also ensure that those at risk of radicalisation are identified and appropriate support is provided. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

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 concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

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

Applicants will be shortlisted according to the relevance and applicability of their professional attributes and personal qualities to the role. Shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

As part of the shortlisting process, we will consider carrying out an online search on shortlisted candidates as part of our due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with an applicant at interview. This forms part of our wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

Shortlisted candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

All formal interviews will have a panel of at least two people chaired by the Line Manager and a member of the Senior Leadership Team.

The Chair of Governors should chair the panel for the 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 therefore withdraw from the panel. Should the Chair have a conflict of interest, the Chair of Governance shall decide whether the Chair should withdraw from the panel.

A safeguarding interview will be conducted in person and the areas which it will explore will include suitability to work with children (including discussion of any details provided on the candidate's self-declaration form).

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:

1. A current driving licence including a photograph and paper counterpart **or** a passport **and** a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where applicable, 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 us 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 (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School;
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 or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;
5. Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status;
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 lived or worked or been resident outside the UK, such further checks and confirmations as we may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing us with a letter from the professional regulating authority in the country (or countries) in which they have worked confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why they may be unsuitable to teach;²
8. Evidence of satisfactory medical fitness;
9. Receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”;
10. For a candidate to be employed into a senior management position as set out within the our Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed “senior charity manager positions: automatic disqualification declaration” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
11. If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is our practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by us in strictest confidence and used as set out in our Recruitment Privacy Notice and Data Protection Policy. 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 etc.

It is our practice that a successful candidate will be required to subscribe to the DBS Update Service. Successful candidates must complete the School’s DBS Update Service Consent Form to authorise the School to undertake status checks on an annual basis as part of the School’s wider safeguarding due diligence The School will reimburse the annual subscription fee. We are aware of our 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. References

We will seek the references referred to in section 4 above for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

All referees will be asked if the candidate is suitable to work with children and to provide facts of any substantiated safeguarding concerns or allegations that meet the harm threshold set out in Part 4 of the statutory guidance 'Keeping Children Safe in Education'. Substantiated allegations that meet the harm threshold will be included in references. Any repeated concerns or allegations which do not meet the harm threshold which have all been found to be false, unfounded, unsubstantiated, or malicious should not be included in any reference.

We will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

If the candidate is not currently working with children, the School will secure a reference from a relevant employer in relation to employment in which the candidate worked with children. If the candidate has never worked with children, the School will obtain a reference from the candidate's current employer, training provider or education setting.

6. Criminal Records Policy

We 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.

We comply with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

7. Retention and Security of Records and Data Protection

We will comply with our obligations regarding the retention and security of records in accordance with the DBS Code of Practice and our obligations under our Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates' data is explained in the Recruitment Privacy Notice and Data Protection Policy.

11. POLICY ON THE RECRUITMENT OF EX-OFFENDERS

We will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. We make appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them 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 us 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 us 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 us to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006".

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. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of an applicant's application; or
- we have 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 DBS check, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- 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 our 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 our 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 our normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Data Protection Obligations

We will comply with our data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

12. INVITATION TO INTERVIEW

Dear Xxxxxx

Thank you for applying for our xxxxx vacancy.

We would be delighted if you could join us for interview on xxxxxxx. We have attached the interview schedule.

Please find attached a map of our school site. Please use the main entrance to our school from the Shaftesbury Road, using post code **SP7 9NS** in your sat nav (or using the 'what 3 words' app - **Bulldozer.Hedge.Active**). Once parked, please walk around the roundabout and follow the path in front of the glass fronted Dining Hall and Mansion building, to sign in at the school office/reception on arrival (marked 1 on the map).

For the safeguarding element of the interview:

- Please can you complete this self-declaration form regarding your criminal history and suitability to work with children:

Self Declaration to be completed by candidates shortlisted for interview – Fill in form

Please can you complete this social media handles form:

Social Media – Fill in form

Please can you bring originals of the following documents with you:

- A current driving licence including a photograph or a passport and a full birth certificate.
- A utility bill or financial statement issued within the last three months showing your current name and address.
- If you have changed your name, any documentation evidencing the change of name.
- Proof of entitlement to work and reside in the UK. If you have a current or expired UK passport that will suffice. If not we will need a birth/adoption certificate and an official document showing your national insurance number (such as a P45 or P60).
- Your qualification certificates

If you have a disability and require any reasonable adjustments for the interview, please contact me with further details so that we can seek to accommodate these as much as possible.

If you have any queries regarding the interview, please do not hesitate to contact me. Otherwise, we look forward to welcoming you to Port Regis, very much,

With best wishes

PORT·REGIS

INTERVIEW SCHEDULE

Date

Name – Job Title

TIME	Sign in at School Office Please ask for XXXX	
TIME	Lesson Observation	
TIME	Safeguarding interview and checks with Director of People	Bursary
TIME	Tour of the school with Director of People	
TIME	Formal Interview with: Headmaster Deputy Head Academic	
TIME	Depart – sign out from Reception	

13. SELF DECLARATION TEMPLATE & SOCIAL MEDIA FORM

Self Declaration to be completed by candidates shortlisted for interview

STRICTLY PRIVATE & CONFIDENTIAL

All candidates shortlisted for interview must complete this declaration in advance of their interview and sign a hard copy at interview in accordance with Keeping Children Safe in Education.

Section 1

...

Your details

1. Full Name: *

Enter your answer

2. Address: *

Enter your answer

3. Date of Birth *

Enter your answer

4. Email Address *

Enter your answer

Self-declaration - criminal record and suitability to work with children

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. If you are unsure whether a conviction or caution should be disclosed, please take advice before completing this form. The organisations Unlock and/or Nacro may be able to help.

5. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? *

- Yes
 No

6. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)? *

- Yes
 No

7. Are you included on the children's barred list? *

- Yes
 No

8. If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children and can be discussed at interview. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. Please ask the Director of People for more information.

Enter your answer

Safeguarding children

9. I understand that it is a criminal offence to give a false declaration in response to this form and that to do so is likely to result in a referral to the appropriate authorities. *

- Yes

Prohibition from teaching

10. Are you prohibited from teaching? Please note this question will only apply if you are interviewing for a teaching post. *

- Yes
- No
- Not applicable

11. If you have answered Yes to Q 10 please provide more details:

Enter your answer

Prohibition from management

12. Are you prohibited from taking part in the management of an independent school? Please note this question will only apply if you are interviewing for a management post e.g. SLT or 'head of' department/year role. *

- Yes
- No
- Not applicable

13. If you have answered Yes to Q12 please provide more details:

Enter your answer

Disqualification from childcare

The questions in this section should only be answered by applicants who have applied for a role working with children in EYFS (the Nursery, Pre-School or Reception) or to work in boarding or before or after school provision for children in F Form/Year 3 or younger. If you are unsure if this applies to you, please check with the People Team.

14. Are you known to the police or children's local authority social care? *

- Yes
- No
- Not applicable

15. Have you been disqualified from providing childcare? *

- Yes
- No
- Not applicable

16. Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering? *

- Yes
- No
- Not applicable

17. Have your own children been the subject of a child protection order? *

- Yes
- No
- Not applicable

18. Have your own children been taken into care as a result of the care provided by you? *

- Yes
- No
- Not applicable

19. If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children and can be discussed at interview. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. Please ask the Director of People for more information.

Enter your answer

Relevant overseas information

20. Have you committed any criminal offences overseas? *

Yes

No

21. Please provide details of the criminal offences in line with the law as applicable in England and Wales, not the law in your country of origin or where you were convicted. *

Enter your answer

22. Is there any other overseas information we should be aware of that relates to your suitability to work with children or criminal history? *

Yes

No

23. Please provide details below including dates of the relevant overseas information that relates to your suitability to work with children and/or criminal history. *

Enter your answer

Social Media



When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. Name *

Enter your answer

2. Question *

Please input date (dd/MM/yyyy)



3. Position applying for *

Enter your answer

4. Please could you list any social media usernames/handles that you have so that we can carry out the necessary media searches inline with Keeping Children Safe in Education (KCSIE) *

Enter your answer

14. REFERENCE REQUEST FORM



Confidential Reference - Teaching Post

Section 1

...

Background

1. Name of the person you are providing a reference for: *

Enter your answer

2. Your full name: *

Enter your answer

3. Name of your establishment: *


Enter your answer

4. Your position and relationship with the candidate: *

Enter your answer

5. What were the candidate's position(s) during their employment with you: *

Enter your answer

6. How long have you know the candidate and in what capacity? * 

Enter your answer

7. Candidate's hours of work: *

Enter your answer

8. Candidate's current salary (or salary upon leaving): *

Enter your answer

9. Details of candidate's responsibilities: *

Enter your answer

Dates of the candidate's connection with your establishment:

10. Date employment began: *

Please input date (dd/MM/yyyy)



11. Date employment ended/will end: *

Please input date (dd/MM/yyyy)



12. Reason for the candidate leaving your employment (if applicable). If the candidate was dismissed, please explain the reason for the candidate's dismissal and the surrounding circumstances: *

Enter your answer

Suitability for post

13. On a scale of 1 - 5, 1 being low - please specify what you believe to be the candidate's strengths and weaknesses with regards to: *

	1	2	3	4	5
Teaching ability - teaching style, expectations of pupils, relations with pupils, suitability to work with relevant age group (2-13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pastoral care - pastoral commitment and responsibilities, understanding of children's social and emotional development to discipline, rewards and sanctions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal skills - relations with other people, including where relevant, line manager, children, young people, colleagues, parents and governors. Co-operatives, sense of humour, tolerance, leadership ability, departmental contribution, managerial ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication with parents - relations with parents and willingness to engage with them, powers of diplomacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional qualities - curriculum knowledge, intellect, educational philosophy, interest in professional development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative skills - record keeping, literacy skills, time keeping, report writing, ICT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal qualities - commitment, energy, enthusiasm, stamina, reliability, personal presentation, manners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Please make any other relevant comments on the candidate's conduct and performance history, including any additional supervision or performance monitoring below: *

Enter your answer

15. Please describe any areas in which the candidate needs to improve/develop: *

Enter your answer

16. During their employment did the candidate perform their duties to your satisfaction? *

Yes

No

17. If you answered No, please explain the reasons for your dissatisfaction:

Enter your answer

18. Do you believe that the candidate is suitable to undertake this position? *

Yes

Yes with reservations

No

19. If you answered Yes, please state what makes the candidate particularly suitable for this position: *

Enter your answer

20. If you do not consider the candidate suitable, or have reservations, please elaborate *

Enter your answer

21. During their employment did the candidate present and conduct themselves professionally with colleagues and others? *

Yes

No

22. If you answered No, please elaborate

Enter your answer

23. Would you re-employ them? *

Yes

No

24. If you answered No, please explain why not:

Enter your answer

25. On a scale of 1 - 5, 1 being low - During their employment did you find the candidate to be *

	1	2	3	4	5
Honest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Punctual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

British Values

26. Are you aware whether the applicant is involved in extremism, being vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? *Extremism also includes calls for death of members of our armed forces, whether in this country or overseas.* *

- Yes - I am aware of the candidates involvement in extremism
- No - I am not aware that the candidate is involved in extremism

27. If you have answered yes to the above question please provide more details:

Enter your answer

Suitability to work with children

28. Are you completely satisfied that the candidate is suitable to work with children? *

- Yes
- No

29. If you answered No, what are your concerns and the reasons why you think the candidate might not be suitable?

Enter your answer

30. Are you aware of any substantiated safeguarding allegations or concerns against the candidate that meet the harm threshold set out in Part 4 of the statutory guidance 'Keeping Children Safe in Education' *

- Yes
- No

31. If you answered Yes, please provide the facts (not opinions) below, do not include information about allegations which are unsubstantiated, unfounded, false or malicious: *

Enter your answer

Disciplinary Record and Child Protection concerns

32. Has the candidate been subject, as far as you are aware, to any disciplinary procedures including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) or where the allegation was unfounded and/or no disciplinary sanctions were imposed? *

Yes

No

33. If you answered Yes, please provide details of the outcome of any enquiry or disciplinary procedure:

Enter your answer

34. Has the candidate been subject, as far as you are aware, to any child protection allegations or concerns? *

Yes

No

35. If you answered Yes, please provide details of the outcome of any enquiry or disciplinary procedure:

Enter your answer

36. Have there been any allegations or concerns expressed, as far as you are aware, about the candidate, either during their employment or at any other time, that relate to the safety and welfare of children and/or young people or about the candidate's behaviour or attitude towards children and/or young people? *

Yes

No

37. If you answered Yes, please provide further details including whether the allegations or concern was investigated, the outcome and how the matter was resolved.

Enter your answer

I confirm that the information that I have provided is accurate to the best of my knowledge

38. Full name *

Enter your answer

39. Position *

Enter your answer

40. Establishment name and address: *

Enter your answer

41. Telephone Number (please supply this so that we can verify this reference) *

Enter your answer

42. Best time to call *

Enter your answer

43. Date *

Please input date (dd/MM/yyyy)



44. If this reference is being given in relation to a candidate's role at a school or college and is not completed by the Head/Principal of that school/college, the Head/Principal will be contacted separately to verify that the answers given in this reference are accurate. Please provide the Head/Principals name and email address *

Enter your answer

15. INTERVIEW CHECKLIST



PORT·REGIS

Interview Checklist

Name of Candidate	
Date of Interview	
Position	

	Document Provided	Signed	Date
Current driving license with a photograph or a passport and a full birth certificate			
Utility or bank or building society statement stating the candidate's name and address (dated within the last 3 months)			
Any documentation relevant to a change of name			
Proof of entitlement to work in the UK			
Self-declaration form			
Social Media form			

	Comments
Qualification relevant to position applied for	
Attitude towards children and young people	
Gaps in the candidate's history	
Any concerns raised as a result of any online searches undertaken	
Discrepancies with the information provided	
Ability to support agenda for safeguarding and providing welfare of children	
Advise candidate of requirement of DBS disclosure	
Any additional relevant qualification of information	

16. CONDITIONAL OFFER OF EMPLOYMENT

Dear [name]

Thank you for attending the interview for the post of [position applied for] at Port Regis School.

I am delighted to confirm that subject to the appropriate checks, we wish to offer you employment as a [position] with effect from [date].

This offer is conditional upon the following:

1. Receipt of at least two satisfactory references (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 you are not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012;]
5. *[For a candidate to be employed as a teacher]* Where appropriate, verification of any award of Qualified Teacher Status, completion of teacher induction or probation;
6. Receipt of a signed self-declaration form showing that you are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”;
7. *[Where the successful candidate has worked or been resident overseas:* Such further checks and confirmations as we may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include you providing us with a letter from the professional regulating authority in the country (or countries) in which you have worked confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why you may be unsuitable to teach.;³
8. Verification of satisfactory medical fitness to carry out work responsibilities
9. If relevant, a check that you have not been prohibited from participating in the management of independent schools.

As a condition of your employment with the School, you are required to subscribe to the DBS Update Service and will be required to sign and return the enclosed DBS Update Service Consent Form to authorise the School to undertake status checks on an annual basis as part of the School’s wider safeguarding due diligence]. [Insert further detail in relation to any assistance that will be provided by the School and the responsibility for the annual subscription fee.

I should like to take this opportunity to welcome you to the School. I look forward to a long and successful professional relationship.

If you have any queries, please contact me.

Yours sincerely

17. PRE-EMPLOYMENT HEALTH QUESTIONNAIRE



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 our School Nurses and/or occupational health adviser.

More information in respect of how we process your data is set out in the Recruitment Privacy Notice, which you are encouraged to read and our Data Protection Policy. A disability or health problem does not preclude consideration for employment. Port Regis School 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. We will reimburse any cost charged by the doctor.

Section 1

...

Personal details

1. Full name *

Enter your answer

2. Date of Birth *

Please input date (dd/MM/yyyy)



Section 2

...

Next of Kin's details

Please ensure that your next of kin consents to you providing their personal data below to us for the purpose of emergency contact.

3. Full name *

Enter your answer

4. Relationship to yourself *

Enter your answer

5. Address *

Enter your answer

6. Telephone number *

Enter your answer

Doctors contact details

7. Name *

Enter your answer

8. Surgery Address *

Enter your answer

9. Telephone number *

Enter your answer

General medical history

10. Are you currently receiving treatment for an illness or disability? *

Yes

No

11. If you answered yes to question 10, please provide further details *

Enter your answer

12. Are you currently taking any medication? Including, inhalers, injections, tablets etc. *

Yes

No

13. If you answered yes to question 12, please state the medication below:

Enter your answer

14. Have you had an illness or injury that has kept you from your usual activities, whether these be work, domestic or leisure, in the last year? *

Yes

No

15. If you answered yes to question 14, how long did it last (weeks/months/years)

Enter your answer

16. If you answered yes to question 14, was the illness or injury work related?

Yes

No

17. Have you ever been refused Life insurance at normal rates? *

Yes

No

18. Have you ever had a medical examination that has revealed any abnormalities, if so, please provide further information *

Enter your answer

19. If you have had a period of illness greater than two weeks, please give details below, please include approximate dates, length of absence and a reason for the absence

Enter your answer

20. Have you ever been admitted to hospital? *

Yes

No

21. If you answered yes to question 20, please provide further details

Enter your answer

22. Do you or have you ever suffered from any of the following: *

	Yes	No
Fainting attacks/fits/ blackouts/ reoccurring headaches	<input type="radio"/>	<input type="radio"/>
Ear trouble/ deafness/ discharging ears	<input type="radio"/>	<input type="radio"/>
Eye trouble or defective vision	<input type="radio"/>	<input type="radio"/>
Mental illness/ episodes of stress/ anxiety/ depression	<input type="radio"/>	<input type="radio"/>
Breathing problems e.g. asthma, bronchitis, persistent cough	<input type="radio"/>	<input type="radio"/>
Allergies or skin problems	<input type="radio"/>	<input type="radio"/>
Heart disease/ raised blood pressure /varicose veins	<input type="radio"/>	<input type="radio"/>
Back or neck problems	<input type="radio"/>	<input type="radio"/>
Arthritis or problems with joints of muscles	<input type="radio"/>	<input type="radio"/>
Broken bones or fractured bones	<input type="radio"/>	<input type="radio"/>
Diabetes or thyroid problems	<input type="radio"/>	<input type="radio"/>
Jaundice or liver problems or hepatitis A	<input type="radio"/>	<input type="radio"/>
Urinary or Kidney problems	<input type="radio"/>	<input type="radio"/>
Stomach or intestinal (gut/bowel) problems	<input type="radio"/>	<input type="radio"/>
Salmonella, dysentery or any other type of food poisoning	<input type="radio"/>	<input type="radio"/>
Any infectious diseases for example shingles/ rubella/TB etc.	<input type="radio"/>	<input type="radio"/>
Recurring infections like boils, styes, acne	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>

23. If you answered yes, to any of the above, please provide brief details

Enter your answer

24. Please detail any other health problems/medical conditions (both physical and mental) not mentioned above

Enter your answer

25. Do you have any problems affecting any of the following:

	Yes	No
Standing, walking, climbing stairs, lifting, working with your hands, wrists or arms, driving?	<input type="radio"/>	<input type="radio"/>
Are you affected by extreme temperatures (hot or cold) or enclosed spaces or working at heights?	<input type="radio"/>	<input type="radio"/>
Do you consider yourself disabled under the Equality Act 2010?	<input type="radio"/>	<input type="radio"/>

26. If you answered yes to question 25, please could you provide further details

Enter your answer

Lifestyle and Health

27. Do you wear glasses or contact lenses? *

- Yes
- No

28. When was your last eyesight test?

Please input date (dd/MM/yyyy)



29. Have you travelled abroad recently? *

- Yes
- No

30. If you answered yes to question 29, please provide details on any non-European travel

Enter your answer

31. Do you know your blood group? If so, please specify *

Enter your answer

32. Have you ever had a transfusion or received blood products? *

- Yes
- No

33. If you answered yes to question 32, please provide further details

Enter your answer

34. To the best of your knowledge, are you up to date with vaccinations?

We advise all employees to be fully vaccinated according to the UK immunisation schedule, please contact your GP for this information

- Yes
- No

35. Thank you for completing this form. If you have needed to disclose any further medical condition details, please contact the People Team (peopleteam@portregis.com)

I declare to the best of my knowledge all the answers and statement I have given are true. If it is discovered that the information provided is not honest, I understand that it could become a disciplinary matter.

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 and provide effective and continuous service.

I understand that any offer of employment made by the school will be conditional on verification of medical fitness. I agree to attend a further health assessment, if required.

I understand and accept that my records will be held in accordance with data protection requirements.

Please type your full name *

Enter your answer

36. Date *

Please input date (dd/MM/yyyy)



18. DBS UPDATE SERVICE CONSENT FORM

DBS Update Service Consent Form

The Disclosure and Barring Service (DBS) Update Service is an online subscription service that lets organisations carry out a free, instant online check to view the status of an existing standard or enhanced DBS certificate. Further details on the Update Service are available via the following link - www.gov.uk/db-update-service.

As part of its safeguarding due diligence, it is the School's practice to require all staff to sign up to the Update Service so that regular status checks can be obtained. Further information on the reason(s) why the School conducts regular status checks and how the information will be used can be found in the School's Staff Privacy Notice, which the School will make available to you (via IAM Compliant) when you join, and is otherwise available on request.

The School confirms that it will comply with the DBS Code of Practice at all times.

Section 1

Your Details

1. Your full name *

Enter your answer

2. Your address *

Enter your answer

3. Your date of birth *

Enter your answer

4. Your DBS Certificate Number (if known)

Enter your answer

5. Date of registration with the DBS Update Service (if applicable)

Enter your answer

6. Level of DBS check *

- Standard DBS check
- Enhanced DBS check
- Enhanced DBS check - adult's barred list
- Enhanced DBS check - children's barred list

Section 2

Declaration

7. Your Declaration *

- I confirm that I am subscribed to the DBS Update Service and will update my subscription on an annual basis for the duration of my employment with Port Regis.
- I confirm that I will subscribe to the DBS Update Service and will update my subscription on an annual basis for the duration of my employment with Port Regis.
- I have not subscribed to the DBS Update Service.

Permission

8. Your Permission *

- I give my permission to Port Regis checking my Disclosure and Barring Service (DBS) certificate status online, on an annual basis, for the duration of my employment with the School, using the DBS Certificate number quoted above.
- I do not give my permission to Port Regis checking my Disclosure and Barring Service (DBS) certificate status online, on an annual basis, for the duration of my employment with the School, using the DBS Certificate number quoted above.

9. Further Permission *

- I also give permission for this information to be shared with appropriate third parties where there is a legal obligation to share this information, and/or part of multi agency safeguarding decision making, if necessary, in relation to my employment with Port Regis.
- I do not give permission for this information to be shared with appropriate third parties where there is a legal obligation to share this information, and/or part of multi agency safeguarding decision making, if necessary, in relation to my employment with Port Regis.

Final Statement

I understand that Port Regis will notify me on an annual basis prior to a status check being carried out and that I have the right to withdraw my consent to future status checks at any time.

10. Signed *

Enter your answer

11. Date *

Enter your answer

19. REJECTION LETTER

[To be typed on School's headed notepaper]

Strictly Private and Confidential

[Name of applicant]
[Address of applicant]

[Date]

Dear [applicant]

Your application for employment – [name of position]

Thank you for your application for the above position and recently attending an interview. [It was a pleasure to meet you and learn more about your skills and accomplishments].

After very careful consideration, it has been decided to offer the position to another candidate. This is not a reflection on your abilities – we received many applications, with standards overall being very high, and were able to recruit someone who very closely matched the School's requirements.

[You indicated on your application form that you consent to the School retaining your details for the purpose of future vacancies. We would like to do this, however, if you have changed your mind, I would be grateful if you could let me know.]

[If you would like any specific feedback from the interview, please do get in touch.]

Thank you again for your time and we wish you every success in your future career.

Yours sincerely

20. POLICY ON THE RECRUITMENT OF PROPRIETORS, GOVERNORS, TRUSTEES AND VOLUNTEERS – GUIDANCE FOR SCHOOLS

References

DfE Statutory Guidance 'Keeping Children Safe in Education'.

Regulated activity

The requirement for an enhanced DBS check, barred list check and prohibition from management depends on whether the volunteer is undertaking a regulated activity. In a school or college a **supervised** volunteer who regularly teaches or looks after children is not in regulated activity. The Department for Education (DfE) has published separate statutory guidance on supervision and regulated activity which schools and colleges should have regard to when considering which checks should be undertaken on volunteers. This is set out at Annex E of Keeping Children Safe in Education.

DfE have provided guidance on when volunteers would be supervised:

- there must be supervision by a person who is in regulated activity (e.g. a teacher or classroom assistant);
- the supervision must be regular and day to day; and
- the supervision must be 'reasonable in all the circumstances to ensure the protection of children' (taking into account the age of the children, the number of children, whether or not other workers are helping to look after the children; the nature of the work, how vulnerable the children are, and the levels of supervision).

There is also a useful flowchart at page 71 of KCSIE.

Single Central Record

The Education (Independent Schools Standards) Regulations 2014 Part 4 requires all schools to maintain a centralised register of appointments, including those of Governors.

Prohibition on participation in management of independent schools

The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014 came into force on 1 September 2014 (also known as 'section 128 checks'). These regulations set out the grounds on which a person's suitability to take part in the management of an independent school can be restricted or prohibited. There is an obligation on independent schools to check whether those involved in the management of schools (including governors) and those who undertake roles of a leadership nature have been prohibited from management in independent schools. The section 128 power applies to all those who are taking part in the management of an independent school. This has been defined as Governors, Senior Management Team and all teaching heads of department.

Charity Trustee Automatic Disqualification Rules

Certain individuals are automatically disqualified from acting as trustees for a charity. A person is disqualified from acting as a charity trustee, if certain legal disqualification reasons apply to them. The [guidance for charities](#) produced by the Charity Commission also includes a disqualifying reasons table that can be downloaded [here](#).

Trustees and potential trustees should be asked to confirm that they are not disqualified. The Charity Commission has produced sample declarations for trustees to state that they are not disqualified from acting in these positions. These can be downloaded from the [guidance for charities](#).

If it is discovered that a trustee or potential trustee is disqualified, they can apply to have their disqualification waived. The process for this is set out in the Charity Commission [guidance for individuals](#).

1. General

Port Regis 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.

We aim to recruit volunteers and governors that share and understand our commitment to the aims of the School.

All queries on our recruitment process must be directed to the Director of People.

2. Recruitment of Governors and Trustees

As Trustees of a registered charity, the Governors of the School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Head, Bursar, and other senior staff and organisations, such as a former pupil’s association, or those who are close to the School, such as parents, to suggest the names of potential candidates.

As Charity Trustees we are aware of the importance of identifying the appropriate mixture of skills and experience that we and our successors need to manage the multi-faceted affairs of a modern school which is also a Company Limited by Guarantee (CLBG), a medium sized business and an important local employer, with some 160 employees.

Schools should avoid appointing or retaining trustees who are disqualified from being a trustee, unless the Charity Commission has given a waiver. All potential trustees should complete a [charity trustee positions: automatic disqualification declaration before](#) beginning the selection process.

Following return of the completed disqualification declaration, all Governors complete a selection process, which requires the submission of a CV, completion of an interview with two or three senior Governors and a meeting with the Head.

Every Governor has an enhanced DBS check unless they will be undertaking a regulated activity, in which case they will undertake an enhanced DBS check with a barred list check. Each appointment is ratified by the full Board for a period of 3 years. We arrange for all new Governors to receive a through induction in child protection and in the compliance and fiduciary duties of governance. New Governors spend a day at the School in order to meet the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

2.1 Governor’s Selection Process

2.1.1 The Initial Stage

When a potential Governor has been identified, who has expressed an interest; they will be invited to visit the School and to meet the Head informally, and to have a tour of the School. If the Chair of Governors is not present at that stage, they will probably arrange a separate informal meeting, perhaps in the company of another, experienced Governor. At that meeting, we will briefly describe our strategic vision for the next 3-5 years and the direction in which the Governors see the School moving.

Our aim at the informal meeting is to ensure that every prospective Governor has a clear understanding of the commitment expected of them, in terms of time and attendance and is given sufficient material about the School that is in the public domain to allow a well-informed judgement to be made before committing themselves to the appointment process. At the informal meeting, we also brief all potential candidates about the range of statutory checks that are required as part of the appointment process.

2.1.2 The appointment process

The second step is to invite the prospective Governor to submit a copy of their CV under a covering letter to the Chair of Governors. Prospective Governors are interviewed by two or three senior Governors who recommend all appointments to the full Governing Body.

Care is taken to select Governors who are prepared to serve for a minimum of three years (which is the normal length of a term of appointment), and to be prepared to commit the time necessary to get to know the School.

All new appointments are formally recorded in the minutes of the Board, and a formal letter/email of appointment is sent by the Chair, which specifies the term of the appointment, the total tenure for a Governor, and, if appropriate, the sub-Committee(s) to which the new Governor has been appointed.

2.1.3 Safer recruitment checks

The Director of People in their role as Clerk to Governors at the School will obtain the following from the new potential governor before their appointment is confirmed:

1. an enhanced DBS certificate;
2. if the Governor will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
5. evidence that the Governor has not been prohibited from participating in the management of independent schools;
6. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006” ; and
7. if the new Governor is also to be appointed as a Company Director, a completed Form APO1 (downloadable from <https://www.gov.uk/government/publications/appoint-a-director-ap01>) will be sent to Companies House to register the appointment.

All the paperwork is handled by the Director of People in their role as Clerk to the Governors.

2.2 Checks regarding the Proprietor and Chair of Governors

If the Proprietor or Chair of Governors is to change, we will ensure that the DfE obtains an enhanced criminal records check, and checks both the individual’s identity and right to work in the UK before they take up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chair’s disclosure application has to be made by the DfE; we cannot handle it as we would for all other Governors. So, even if a Governor, whom the School has already checked, becomes Chair, the DfE has to make another check.

2.3 Induction of Governors and Trustees

Governors would be provided with training on the following once in post:

- Child Protection Policy and safeguarding obligations
- Prevent Duty
- Staff Code of Conduct
- Health & Safety
- Prevention of sexual harassment
- Cyber Security

2.4 Data Protection

We will comply with our obligations under the relevant data protection legislation. Governors’ attention should be drawn to the Recruitment Privacy Notice which sets out details of how we will process Governors’ personal data during the recruitment process. Details in relation to how we will process Governors’ personal data on appointment are set out in the Staff Privacy Notice and Data Protection Policy, which we will make available to you when you join the School, and is otherwise available on request.

3. The recruitment of other volunteers

3.1 General

Volunteers at the School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community to assist in its day to day running. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of

pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks.

3.2 Recruitment

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Line Manager and the Director of People to discuss our requirements and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity with us.

Any volunteering placement may be offered subject to the following checks, if relevant:

1. an enhanced DBS certificate;
2. if the volunteer will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. confirmation that the volunteer has not been disqualified from participating in the management of independent schools;
5. if the successful candidate will be undertaking a regulated activity and 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;
6. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006"
7. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement; and
8. references may also be required.

3.3 Induction

Volunteers will be provided with training on the following matters once the volunteering placement commences:

- Child Protection Policy and safeguarding obligations
- Staff Code of Conduct
- Health and Safety
- Prevention of sexual harassment

3.4 Data Protection

We will comply with our obligations under the relevant data protection legislation. Volunteers' attention should be drawn to the Recruitment Privacy Notice which sets out details of how we will process volunteers' personal data during the recruitment process. Details in relation to how we will process Volunteers' personal data once the placement commences are set out in the Staff Privacy Notice and Data Protection Policy, which we will make available to you when the placement starts, and is otherwise available on request.

21. VISITING SPEAKER POLICY & RISK ASSESSMENT



POLICY NAME	Visiting Speaker Policy	POLICY OWNER	Deputy Head Pastoral
DATE OF LAST REVIEW	October 2025	DATE OF NEXT REVIEW	October 2026

Visiting Speaker Policy

Port Regis School Limited is registered in England with limited liability by guarantee under No. 440436

Visiting Speaker Protocol

Request for a guest speaker to be in school

Name of the staff member responsible for booking the Visiting Speaker	
Name of speaker	
Visiting speaker contact details	
Organisation	
Date	
Visiting Speaker biography, to include speaker's organisation and other affiliations.	
Overview of topic / content – Staff must be sent presentation in advance and check it for suitability. Staff should make sure that the copy they have seen is the copy that is shown to the children	
Audience	

- I understand that the guest speaker needs to follow the Visitors' Policy and remain under staff supervision even in the lecture/workshop

<p>What control measures have been put in place?</p> <p>Please <u>state</u>: e.g. Google search of background, previously been in to school, testimonials received, photo ID</p>	
<p>Are you satisfied that the content seen in response to the above is not in any way contrary to the School's Diversity, Equity and Inclusion Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty?</p> <p>If such concerns <u>exists</u>, refer the matter to the designated safeguarding lead (DSL).</p>	<p>Yes</p> <p>No (refer to DSL)</p>

<p>I confirm that the visiting speak will be accompanied at all times by a member of staff</p>	
<p>Details of the presentation to be provided</p>	
<p>Name of person responsible for supervising the Visiting Speaker whilst they are on site</p>	
<p>Head of Department</p>	
<p>Deputy Head/DSL</p>	

Hazard	Risk	Control Measures	RR
<p>Visitor Management and Internal Access - risk of unauthorised visitors entering school buildings or unauthorised areas of the site</p> <p>Potential impacts: Safeguarding incident, theft, violence, exposure to inappropriate behaviour</p>	8	<p>Sign-in / sign out system at main school Reception, entrance to Queens, and Maintenance building that captures visitor and vehicle registration details. Visitors briefed on requirements on arrival.</p> <p>Reception open during school hours, including Saturdays. During out of hours, Security is physically available on-site until 10pm, and on call 24/7</p> <p>Use of visitor lanyards (and education to the children on what each lanyard colour means). Visitors accompanied on site at all times (with the exception of school pick up and drop off times - mitigated by heightened staff vigilance and recognition of parents / carers).</p> <p>All staff wear lanyards, so those without lanyards are more easily identifiable. Staff swipe cards permit access only into the buildings they need to enter.</p> <p>All external doors locked and access controlled. Door codes changed termly, or if accidentally disclosed to someone who should not be aware of them.</p>	4

Security ensure all buildings secure by 8pm each evening. Boarding staff secure their own areas each evening.

School part of the 'School Watch' system that alerts local schools to any potential incidents.

CCTV in key areas, which is access as required (not permanently monitored). (see CCTV Policy, and CCTV impact assessment).

Intruder alarms fitted on FMS, Upward, Cunningham, Grounds Department (activated/deactivated by users, also fitted with a fogger), and Maintenance Department (activated / deactivated by users).

Staff training delivered on challenging unauthorised visitors and positive challenge culture encouraged (emphasized during Sep 25 INSET)

Staff training on de-escalation techniques and difficult conversations (last delivered Easter 25 INSET)

Staff presence at drop-off/pick-up

Visitor policy reinforcement with contractors/volunteers. Contractors and visitors escorted unless DBS checked. Where possible, large scale maintenance / infrastructure work is completed out of term time, to limit the number of contractors on site when children are present.

Visiting speaker policy in-place.

Parent Code of Conduct and Visitor code of conduct in place.

See 'Public Use of Port Regis Sports Centre' risk assessment for Sports Centre specific risks

Vision panels in all classroom doors to ensure unobstructed views