



Recruitment, Selection & Disclosures Policy & Procedures

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Purpose:

This Policy is aimed at ensuring that Supreme Education implements rigorous and robust recruitment, selection, and disclosure procedures to ensure the safety of our pupils and the quality of our services. Supreme Education will exercise due diligence in ensuring that prospective Staff members have the required temperament, knowledge and attitude to fulfill their roles, responsibilities, and obligations in terms of their contract of employment. Supreme Education will have mechanisms in place to conduct the necessary the necessary vetting and background checks, reference checks, and criminal record checks.

This policy establishes the procedures for initial hiring and conducting the required checks.

Scope:

- ☐ This policy refers and applies to Staff members directly recruited and employed by Supreme Education.
- ☐ As per Education (Independent Schools Standards) (England) Regulations 2014, Staff member is defined as:
 - Any person working at the school whether under a contract of employment, under a contract for services or otherwise under a contract, but does not include supply staff or a volunteer;
 - In the case of agency or contract workers, Supreme Education shall obtain written confirmation from the agency or company that it has carried out the appropriate checks;
 - Any staff who transfers into the school's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks.

Policy:

- Supreme Education is committed to:
 - Promoting and safeguarding the welfare of our students and expects all Staff members and volunteers to share this commitment in order to fully engage with guiding our pupils to fulfilling their potential;
 - Providing the best possible education and care to its students;
 - Providing a safe and nurturing environment for its students and a flexible and supportive working environment for all its Staff members.
- The aim of this policy shall be to ensure that:
 - The best possible Staff members are recruited based on their abilities and merits, and suitability for the position;
 - The recruitment process is fair and transparent by considering all job applicants equally and consistently;
 - Supreme Education is viewed as an equal opportunity employer and that job applicants are offered equal opportunities with regard to race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender re-assignment, pregnancy (including childbirth and related medical conditions), disability or age;
 - Supreme Education is in compliance with all relevant legislative and regulatory provisions, and recommendations and guidance, including but not necessarily limited to:

- o Education (Independent School Standards) Regulations 2014 (ISSRs);
- o Statutory guidance published by the Department for Education (DfE);
- o Keeping Children Safe in Education (1 September 2021) (KCSIE);
- o Disqualification under the Childcare Act 2006 (DUCA),
- o Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance); and
- o Any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- Supreme Education meets its commitment to safeguarding and promoting the welfare students by carrying out all necessary pre-employment checks and vetting procedures.
- Supreme Education recognises that, in order to meet these commitments and aims, the school must attract, recruit and retain high-calibre Staff members who share Supreme Education's commitment and ethos.
- The Governing Body delegates its power to appoint Staff members at Supreme Education to either Geoffrey Opoku or Giselle Stubbs who, together with any other Staff members involved with the recruitment and selection of Staff members, shall be required to familiarise themselves with and comply with the provisions of this policy.

1. Overview of the School's Recruitment and Selection Procedure

- All job applicants will be required to complete an application form containing questions on a range of topics, including academic history, employment history, and suitability for the role.
- The information provided must include a complete chronology from the age of 16. The job applicant is, furthermore, required to provide details for any periods of time not accounted for in the application, e.g., career break, extended travel, etc. Failure to provide such a full account may result in an application being rejected.
- Every advert for a role that includes work with children includes a statement about your commitment to keeping children safe which is underpinned by the safeguarding policy.
- Self-disclosure form gives shortlisted or successful candidates the opportunity to tell you confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. The form:
 - ensures applicants are aware that you are entitled to ask for this information
 - provides you with an opportunity to discuss and consider relevant information before findings from vetting and barring checks are received
 - helps deter unsuitable candidates and shows that you take safer recruitment seriously.
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- Supreme Education will not accept curriculum vitae in place of the completed application form, as requested.
- Supreme Education's recruitment process will include providing job applicants with a job description and person specification for the particular role. Furthermore, Supreme Education will have the required

application forms, job descriptions, person specifications and the school's **Safeguarding Policy** (including **Child Protection Policy**) available to download from the school's website, requested or forwarded electronically to potential staff, as appropriate, which may be printed and forwarded to interested job applicants upon request.

- Supreme Education shall conduct shortlisting of the job applicants by reviewing all application forms received in order to assess the applications against the criteria to determine which job applicants will be invited for interview.
- Shortlisting will typically be carried out by 2 (two) Staff members. The Staff members conducting the shortlisting shall also be required to be involved in the interview process.
- Shortlisted job applicants will be invited to attend a formal interview to discuss and demonstrate their skills and experience in more detail. All such shortlisted applicants shall be required to complete a self-declaration form prior to interview which may include providing information and details about their criminal records history and any other factors relevant to their suitability to work with the students.
- The information provided by the job applicant in the self-declaration form shall be considered and discussed with job applicants during the interview phase.
- As appropriate to the position being interviewed for, formal interviews may require an interview panel of at least 3 (three) persons. The interview panel shall be chaired by the Head, or such other person as designated by the Head. Furthermore, at least 1 (one) panel member shall have undertaken safer recruitment training, as per the relevant requirements relating to such.
- The Chairperson of the Governors should chair the panel for the appointment of the Finance Officer's/Head's appointment.
- Any offers of employment that are extended following the formal interview process shall be subject to the following:
 - Agreement between the school and the successful candidate of a mutually acceptable start date and the signing of a contract incorporating Supreme Education's standard terms and conditions of employment;
 - Verification of the job applicant's identity (where such has not previously been verified);
 - Verification of qualifications, professional or otherwise, which Supreme Education shall take into account when making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not;
 - Verification of the job applicant's employment history;
 - Receipt of 2 (two) references (one of which must be from the job applicant's most recent employer) which Supreme Education deems to be satisfactory;
 - For such positions involving "teaching work", Supreme Education will require information about whether the job applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the TRA rendering them unsuitable or unable to work at Supreme Education;
 - Job applicants who have carried out teaching work outside the UK, information about whether the job applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the

teaching profession in any other country which renders them unable or unsuitable to work at Supreme Education;

- Where the position amounts to "regulated activity (as referred to herein), having an enhanced disclosure from the DBS that is satisfactory to Supreme Education;
- Where the position amounts to "regulated activity" (as referred to herein), having confirmation that the job applicant is not named on the Children's Barred List ¹;
- Information on whether the job applicant has ever been subject to any direction under Section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School;
- If the application is for a management position, information about whether the job applicant has, at any time, been referred to the Department for Education, or is the subject of a direction under Section 128 of the Education and Skills Act 2008 that should render such job applicant unsuitable or unable to work at or for Supreme Education;
- Confirmation that the job applicant is not / has not been disqualified from acting as a trustee / governor or senior manager of a charity under the Charities Act 2011, if applicable;
- Confirmation that the job applicant is not / has not been disqualified from working in connection with later years provision, if applicable;
- Verification of the job applicant's medical fitness for the role, as applicable;
- Verification of the job applicant's right to work in the UK; and
- Any other such further checks, as determined by Supreme Education, are necessary as a result of the job applicant having lived or worked outside of the UK, including an overseas criminal records check, certificate of good conduct and/or professional references.

2. Overview of the School's Procedure for Conducting Pre-Employment Checks

- ☒ Supreme Education is committed to promoting and safeguarding the welfare and wellbeing of all the students of Supreme Education. This commitment will be evident in the school's approach throughout the entire recruitment and selection process, including the way in which pre-employment checks are carried out and interpreted.
- ☒ Supreme Education shall carry out a number of pre-employment checks on any prospective employees, in accordance with the recommendations contained in such guidance documents as:
 - KCSIE;
 - DUCA; and
 - The Education (Independent School Standards) Regulations 2014.
- ☒ Supreme Education reserves the right, furthermore, to carry out any other such further checks as is deemed appropriate for the position. Supreme Education reserves the right to obtain any such formal or informal background information about the job applicant as is reasonable to determine the job applicant's

¹ Supreme Education is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Supreme Education shall carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. Supreme Education may also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently. Whether a position amounts to "regulated activity" must therefore be considered by Supreme Education in order to decide which checks are appropriate. It is however likely that in nearly all cases, Supreme Education will carry out an enhanced DBS check and a Children's Barred List check.

suitability to work at the school, which may include but shall not necessarily be limited to internet and social media searches.

- ☒ Supreme Education shall carry out, at least, the following basic pre-employment checks, as required:

2.1 Verification of Identity, Address, Right to Work in the UK, and Qualifications

- ☒ Any job applicant invited to an interview with Supreme Education shall be required to produce evidence of their identity, right to work in the UK, address and qualifications at the appointed interview.

- ☒ The job applicant shall be required to produce original documentation as evidence.

☒ **Identity and Address:**

- Job applicants are required to bring with them to interview original documents that evidence their identity and address.
- The job applicant shall provide their birth certificate as one form of identity unless there is a good reason as to why this cannot be produced. Supreme Education requires sight of the job applicant's birth certificate in order to verify the job applicant's identity and check for any unexplained discrepancies in their employment and education history. **Supreme Education does not discriminate on the grounds of age.**
- All job applicants must bring with them to interview original documents that evidence their identity and address as set out below and in the list of valid identity documents at **Appendix 1**, as required under DBS identity checking guidelines:
 - Birth certificate as one form of identity unless there is a good reason as to why this cannot be produced;
 - One other document from Group 1; and
 - Two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the job applicant's current address.
- Should a job applicant have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration), such job applicant shall be required to provide documentary evidence of such change. Such job applicant is still required to produce their birth certificate.

☒ **Right to work in the UK:**

- All job applicants must also bring to interview a valid evidence to confirm their right to work in the UK.
- Valid forms of evidence can be found at ['Right to Work Checklist'](#).

☒ **Qualifications:**

- ☒ All job applicants must also bring to interview original documents which evidence their educational and professional qualifications, as referred to in their application form and / or which may be requested by Supreme Education.

2.2 References

- ☒ Supreme Education shall follow up on provided references of such job applicants who have been shortlisted. Supreme Education shall contact such references prior to the interview, where possible.

- ☐ Supreme Education shall not inquire about the health or medical fitness of the job applicant prior to any offer of employment being made.
- ☐ All offers of employment with Supreme Education shall be subject to the receipt of a minimum of 2 (two) references which are to the satisfaction of the school, one of which shall be from the job applicant's current or most recent employer. In the event that the current / most recent employment does / did not involve work with children/young people, then the second reference should be from the employer with whom the job applicant most recently worked with children.
- ☐ Referees shall be employment based and may not include a relative of the job applicant or someone known to the job applicant solely as a friend.
- ☐ Supreme Education shall determine from the referee the suitability of the job applicant for the job for which they have applied and whether they know of any reason why the job applicant may be unsuitable to work with children.
- ☐ Supreme Education should send a copy of the job description and person specification to the referee, as applicable. If the referee is a current or previous employer, they will also be asked to confirm the following:
 - the job applicant's dates of employment, salary, job title / duties, reason for leaving, performance, and disciplinary record;
 - Whether the job applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of young people (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious;
 - Whether any allegations or concerns have been raised about the job applicant that relate to the safety and welfare of young people or behaviour towards young people, except where the allegation or concerns were found to be unsubstantiated, unfounded, false or malicious;
 - Whether the job applicant could be considered to be involved in "extremism". Extremist is defined as: ***Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.***
 - Supreme Education shall only accept references obtained directly from the referee. Supreme Education will not rely on references or testimonials provided by the job applicant or on open references or testimonials.
 - Supreme Education reserves the right to compare all references with any information given on the job applicant's application form. Any discrepancies or inconsistencies in the information will be taken up with the job applicant and the relevant referee before any appointment is confirmed.
 - Where a reference is not received prior to interview, it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by Supreme Education.

- The job applicant may be asked to provide further information or clarification before an appointment can be confirmed.
- If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage a job applicant; however, Supreme Education may seek additional references before an appointment can be confirmed.
- Supreme Education may contact the referees telephonically, at its discretion, to verify the details of the written reference provided. All references given or received shall be treated confidentially - the job applicant will not usually be given a copy.
- All references received from a school must be countersigned by the Head of such School.
- Any internal candidates applying for a new role at Supreme Education shall have their application assessed in accordance with this procedure. References may be taken up on internal candidates as part of the application process and can be provided by colleagues of Supreme Education.

2.3 Criminal Records Checks

- ☐ Prior to 29 May 2013, an enhanced disclosure included details of all convictions on record (including convictions defined as "spent" in accordance with the Rehabilitation of Offenders Act 1974), and details of any cautions, reprimands or warnings held on the Police National Computer. The enhanced disclosure could also include non-conviction information from local police records which a chief police officer considered relevant to the role applied for at Supreme Education.
- ☐ See the section on **The Recruitment of Ex-Offenders (Section 3)**.

4.3.1 DBS Filtering Rules

- ☐ With effect from 29 May 2013, DBS filtered and removed specified information relating to old and minor criminal offences from all criminal records disclosures. These filtering rules designate certain spent convictions and cautions as "protected", i.e., not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to Supreme Education during the recruitment process, such shall be disregarded when making a recruitment decision.
- ☐ A conviction shall always be disclosable if it was imposed for a "specified offence" committed at any age.
- ☐ A caution issued for an offence committed over the age of 18 shall always be disclosable. However, a caution issued for a "specified offence" committed before the age of 18 is never disclosable. "Specified offences" may include an offence of a serious violent or sexual nature, or be relevant for safeguarding children and vulnerable adults. The list of offences that will never be filtered from a DBS certificate can be found [here](#).

4.3.2 Regulated Activity

- ☐ Supreme Education shall apply for an enhanced disclosure from DBS and a check of the Children's Barred List (i.e., an Enhanced Check for Regulated Activity) in respect of all positions at Supreme Education which amount to "regulated activity". What constitutes "regular activity" shall be at the discretion of Supreme Education, taking into account all relevant circumstances.
- ☐ Any position undertaken at, or on behalf of Supreme Education shall be considered "regulated activity" if such is carried out as follows:
 - frequently, i.e., once a week or more; or
 - overnight, i.e., between 2.00 am and 6.00 am; or
 - satisfies the "period condition", meaning four times or more in a 30 day period; and
 - provides the opportunity for contact with young people.
- ☐ Roles which are carried out on an unpaid / voluntary basis will be deemed "regulated activity" if, in addition to the above, they are carried out on an unsupervised basis.

4.3.3 The DBS Disclosure Certificate

- ☐ DBS disclosure certificates are issued to the subject of the check. It shall be a condition of employment with Supreme Education that the original disclosure certificate is provided to Supreme Education within 2 (two) weeks of it being received by the job applicant. It is recommended that the original certificate be brought into school at a convenient time and date. In the event the job applicant is unable to attend at Supreme Education to produce the original certificate, that such job applicant sends in a certified copy, by post or email, within 2 (two) weeks of the original disclosure certificate being received. Where a certified copy has been sent, the job applicant shall be required to produce the original disclosure certificate on the first working day.
- ☐ Employment will remain conditional upon the original certificate being produced and being satisfactory to Supreme Education.

4.3.4 Starting work pending receipt of the DBS disclosure

- ☐ Should there be a delay in receiving a DBS disclosure certificate, Supreme Education's Head shall have discretion to allow an individual to begin work pending receipt of such disclosure certificate **ONLY IF** all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.
- ☐ The school's designated safeguarding lead shall complete a risk assessment which shall be reviewed with the job applicant fortnightly until the DBS disclosure is received.

4.3.5 Applicants with periods of overseas residence

- ☐ Supreme Education will request DBS checks of job applicants with recent periods of overseas residence and those with little or no previous UK residence. Supreme Education may take into account the "DBS unusual addresses guide" in such circumstances.

- ② Furthermore, Supreme Education shall take into account any guidance issued by the NSPCC when making a decision on whether to request overseas information from job applicants, including requesting the required information on such job applicants who have lived overseas for periods of 3 (three) months or more in the last 5 (five) years.
- ② Supreme Education shall assesses each job applicant's situation on the individual facts.
- ② Supreme Education shall have due regard when requesting such information and will require the job applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.
- ② Where a job applicant, applying for a teaching position, has worked as a teacher outside of the UK, Supreme Education shall require the job applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence that confirms that they have not imposed any sanctions or restrictions on the job applicant and that they are not aware of any reason why the job applicant may be unsuitable to work as a teacher.
- ② Supreme Education may also request shortlisted job applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work. Sanctions and restrictions issued by the regulating authority of another country may not prevent a person from working as a teacher at Supreme Education; however, the school reserves the right to consider all relevant information in determining whether a job applicant is suitable to work at the school.
- ② Supreme Education may allow a job applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the job applicant suitable to start work. Decisions on suitability will be based on all the information that has been obtained during the recruitment process. Unless expressly waived by Supreme Education, continued employment will remain conditional upon the school being provided with the outcome of the formal check and such being considered satisfactory.
- ② In the event that no information is available from a particular country, Supreme Education may allow a job applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.
- ② Supreme Education may take proportionate risk-based decisions on a person's suitability in these circumstances, if appropriate.
- ② Any suitability assessments and associated risk assessments shall be documented and retained on file.
- ② In the event that a formal check is delayed and Supreme Education is not satisfied about the job applicant's suitability in the absence of such information, the job applicant's proposed start date may be delayed until the formal check is received.

2.4 Prohibition from Teaching Check

- ☐ Supreme Education shall be vigilant in carrying out the required checks on job applicants and Staff members as part of the school's safeguarding endeavours. These checks are required to ensure that Staff members carrying out "teaching work" are not prohibited from doing so.
- ☐ Supreme Education shall use the Teaching Regulation Agency (TRA) Teacher Services system to carry out the required checks on whether or not the successful job applicant is the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the TRA.
- ☐ Supreme Education shall require of job applicants who have been shortlisted to declare that they have never been referred to, and are not the subject of any sanction, restriction or prohibition issued by the TRA or any other such relevant and equivalent body in the UK.
- ☐ Where a job applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other such equivalent body), whether or not such resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, Supreme Education shall consider whether the facts of the case render the job applicant unsuitable to work at Supreme Education.
- ☐ For the purposes of this policy, 'teaching work' shall include the following activities, unless they are supervised by a qualified teacher or other person nominated by the Head.:
 - Planning and preparing lessons and courses for students;
 - Delivering lessons to students;
 - Assessing the development, progress and attainment of students; and
 - Reporting on the development, progress and attainment of students.
- ☐ If there is any doubt or if the job applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

2.5 Prohibition from Management Check

- ☐ Supreme Education shall carry out the required checks, in accordance with the provisions of Section 128 of the Education and Skills Act 2008, for all management positions within the school. Such provisions prohibit, disqualify or restrict job applicants from being involved in the management of an independent school under specific circumstances.
- ☐ The checks carried out in accordance with Section 128 when appointing job applicants into management positions shall apply to applicants both from outside the school and internal candidates including promotion.
- ☐ The check shall apply to appointments to the following positions:
 - Head teacher;
 - Teaching posts on the senior leadership or senior management teams;
 - Teaching posts carrying a departmental head role; and
 - Support staff posts on the senior leadership team.

- ☐ For appointments made to teaching and support Staff roles which carry additional responsibilities, Supreme Education shall make an assessment on a case-by-case basis.
- ☐ All individuals appointed to the governing body shall be subject to the Section 128 direction check.
- ☐ In addition, all shortlisted job applicants shall be required to declare that they have never been the subject of a referral to the Department for Education, or subject to a Section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of Supreme Education.
- ☐ Where a job applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether or not that resulted in the imposition of a Section 128 direction or other sanction, or where a Section 128 direction or other sanction has lapsed or been lifted, Supreme Education shall consider whether the facts of the case render the job applicant unsuitable to work at Supreme Education.

2.6 Senior Management Disqualification

- ☐ Supreme Education reserves the right to disqualify persons from senior management positions in order to protect the wellbeing and welfare of the school's students and Staff members.
- ☐ At Supreme Education, the disqualification rules shall be applicable to all governors, the Head/Principal and potentially other senior staff who report directly to the governors.
- ☐ Supreme Education does not operate a single list or register that covers all possible disqualification criteria, instead, the school adopts a pragmatic approach to checking whether a person is disqualified.
- ☐ Supreme Education shall require the person to complete a self-declaration form and undergo a review of relevant publicly accessible registers, as applicable.
- ☐ Any job applicant covered by the disqualification rules shall be required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria. A failure to disclose any relevant information, or the provision of false information, which subsequently comes to the school's attention, shall result in the immediate termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.
- ☐ All those job applicants who are required to complete a self-declaration form shall, furthermore, be bound by an ongoing duty to inform Supreme Education if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.
- ☐ Supreme Education reserves the right to check the following registers in respect of each governor and senior manager who is already in post or is appointed in future:
 - The Bankruptcy and Insolvency Register;
 - The register of disqualified directors maintained by Companies House; and
 - The register of persons who have been removed as a charity trustee.

2.7 Childcare Disqualification

- ☐ Supreme Education, in full compliance with the provisions contained in The Childcare Act 2006 (Act) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (Regulations), shall not employ anyone who is disqualified.
- ☐ The grounds on which a person will be disqualified from working in childcare, as applicable, will not only be such persons barred from working with young people but also include:
 - Having been cautioned for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas;
 - Various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;
 - Having been refused registration for the provision of childcare, having been disqualified from any such registration or having had that registration cancelled;
 - Having been refused an application for registration of a children's home or having had any such registration cancelled; or
 - Having been prohibited, restricted or disqualified from private fostering.
- ☐ Supreme Education shall require the person to complete a self-declaration form and undergo a review of relevant publicly accessible registers, as applicable.
- ☐ Any job applicant covered by the disqualification rules shall be required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria. A failure to disclose any relevant information, or the provision of false information, which subsequently comes to the school's attention, shall result in the immediate termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.
- ☐ All those job applicants who are required to complete a self-declaration form shall, furthermore, be bound by an ongoing duty to inform Supreme Education if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

2.8 Medical Fitness

- ☐ Supreme Education is legally required to verify the medical fitness of any persons to be appointed to a post at the school. This verification shall be carried out after an offer of employment has been made but before the appointment can be confirmed.
- ☐ It is Supreme Education's practice that all job applicants to whom an offer of employment is made, shall complete a Health Questionnaire. The completed questionnaire shall be reviewed against the Job Description and the Person Specification for the particular role, as applicable, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra- curricular activities, layout of the school etc.

- ☐ If there are any doubts about a job applicant's fitness for the roles and responsibilities of the position, the school may consider reasonable adjustments in consultation with the job applicant, as appropriate and reasonable.
- ☐ Supreme Education may seek any such further medical opinions from a specialist or request that the job applicant undertakes a full medical assessment.
- ☐ Successful job applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role.
- ☐ Should a job applicant wish to discuss their medical fitness with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the Head of Supreme Education so that appropriate arrangements can be made.
- ☐ Supreme Education shall comply with its duties and responsibilities under the Equality Act 2010.
- ☐ Supreme Education shall not withdraw a job offer on grounds of medical fitness without first consulting with the job applicant, obtaining medical evidence, and considering reasonable adjustments and suitable alternative employment.

2.9 Pre-Employment Checks for Contractors, Agency-Staff, Volunteers, and Visiting Speakers

☐ **Contractors and Agency Staff:**

- Supreme Education shall carry out the same checks for contractors and agency staff undertaking regulated activity at the School as it does for its own Staff members.
- Supreme Education shall require written confirmation from such contractors and agency staff that it has completed these checks on all of those individuals whom it intends will work at Supreme Education before such contractor or agency staff can commence work at the school.
- Any agencies supplying staff to the School shall also be required to complete the pre-employment checks which the school would carry out and complete for its Staff members. Supreme Education shall obtain written confirmation from the agency that such checks have been completed before such individual shall be permitted to commence work at the school.
- Supreme Education may independently verify the identity of individuals supplied by contractors or an agency and shall require the DBS disclosure certificate before any such individual can commence work at Supreme Education.

☐ **Volunteers:**

- All volunteers who will be undertaking regulated activity (as defined herein) within the school and/or on behalf of the school shall be required to produce information regarding an enhanced DBS disclosure and Children's Barred List.
- All volunteers who will not be undertaking regulated activity (as defined herein) within the school and/or on behalf of the school shall also be required to produce information regarding an enhanced DBS disclosure and Children's Barred List as such volunteers may still be subject to regular, day to day

supervision by a fully checked Staff member or by a volunteer deemed appropriate to supervise and ensure the safety of the students in their care.

- Supreme Education shall, at no time, permit an unchecked volunteer unsupervised contact with students.
- A volunteer shall be required to produce a new DBS certificate if they are to engage in regulated activity if they have not been involved in any activities with Supreme Education for 3 (three) consecutive months or more.
- Any volunteers who are likely to be involved in activities with Supreme Education on a regular basis may be required to sign up to the DBS update service to enable Supreme Education to obtain up-to-date criminal records information without delay prior to each new activity in which a volunteer participates.
- Depending on the nature of the activities to be undertaken by the volunteer, Supreme Education may require additional information, as it considers appropriate in the circumstances. This additional information may include, but shall not necessarily be limited to:
 - Formal or informal information provided by Staff members, parents and other volunteers;
 - Character references from the volunteer's place of work or any other relevant source; and
 - An informal safer recruitment interview.

☒ **Visiting Speakers and the Prevent Duty:**

- Supreme Education shall, in accordance with the provision of The Prevent Duty Guidance, have clear protocols in place for ensuring that any visiting speakers, whether invited by Staff members or students, are suitable and appropriately supervised.
- Supreme Education shall not obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school.
- Any visiting speakers will be subject to the Supreme Education's **Visitor and Safeguarding Agreement**, including signing in and out at Reception, the wearing of a visitors badge at all times, and being escorted by a fully vetted Staff member between appointments.
- Supreme Education shall obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances.
- Supreme Education does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

3. The Recruitment of Ex-Offenders

- ☒ Supreme Education shall not employ anyone who has been barred from working with children.
- ☒ Supreme Education shall not unfairly discriminate against a job applicant but shall make appointments based on merit and ability. Any job applicant with a criminal record will not necessarily be barred from

employment with the school. Supreme Education shall make a decision based on the merits in accordance with the school's objective assessment criteria.

- ☐ All job applicants are required to declare any previous convictions and cautions, including those which would normally be considered "spent", except any received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules, as applicable.
- ☐ Any failure to disclose a previous conviction which the job applicant is required to declare shall lead to such job applicant's application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose may also amount to a criminal offence.
- ☐ Supreme Education is committed to the safety and welfare of its students. The school may make a report to the police and / or the DBS if:
 - it receives an application from a barred person;
 - it is provided with false information in, or in support of a job applicant's application; or
 - it has serious concerns about a job applicant's suitability to work with children.

3.1 Assessment Criteria

- ☐ If, during the recruitment process, the job applicant volunteers relevant information (whether in relation to previous convictions or otherwise) or such information is obtained through a disclosure check, Supreme Education shall take the following factors into account before reaching a recruitment decision:
 - Whether the conviction or other matter revealed is relevant to the position;
 - The seriousness of the offence or other matter revealed;
 - The length of time since the offence or other matter occurred;
 - Whether the job applicant has a pattern of offending behaviour or other relevant matters;
 - Whether the job applicant's circumstances have changed since the offending behaviour or other relevant matters; and
 - The circumstances surrounding the offence and the explanation(s) offered by the job applicant.
- ☐ Supreme Education deems any convictions for the following high risk (the following list is non-exhaustive):
 - Murder;
 - Manslaughter;
 - Rape, and any other serious sexual offences;
 - Grievous bodily harm or other such serious acts of violence;
 - Serious class A drug related offences;
 - Robbery;
 - Burglary;
 - Theft; and
 - Deception or fraud.
- ☐ If the post includes driving responsibilities, Supreme Education deems it a high risk to employ someone who has been convicted of drink driving within the last 10 (ten) years.

3.2 Assessment Procedure

- ☐ If, during the recruitment process, the job applicant volunteers relevant information (whether in relation to previous convictions or otherwise) or such information is obtained through a disclosure check, Supreme Education shall carry out a risk assessment against the required criteria (as set out in 3.1 hereof).
- ☐ A risk assessment shall be carried out and a completed assessment form shall be signed off by the Designated Safeguarding Lead and the Head of Supreme Education before a position is offered or confirmed to such job applicant.
- ☐ Should the job applicant wish to dispute any information contained in any disclosure, they should contact DBS.
- ☐ In cases where the job applicant would otherwise be offered a position were it not for the disputed information, Supreme Education may, where practicable and at its discretion, defer a final decision about the appointment until the job applicant has had a reasonable opportunity to challenge the disclosure information with DBS.

3.3 Retention and Security of Disclosure Information

- ☐ Supreme Education shall observe the guidance issued and/or supported by the DBS on the use of disclosure information.

4. Job Applicant's Responsibilities

- ☐ The job applicant is to ensure that they complete the employment application by including all required and requested information as well as providing all required and requested supporting documentation.
- ☐ The job applicant is to certify that all information contained in the employment application, supplementary documents and interview is accurate and complete.
- ☐ The job applicant shall authorize Supreme Education and/or a nominated third party to confirm, examine or supply any information related to the job applicant. This information may include employment history, driving record, convictions and/or any other required data.
- ☐ Job applicants are required to disclose criminal conviction information when they complete the employment application.
- ☐ Disclose to Supreme Education any criminal convictions occurring after the submission of the application.
- ☐ Job applicants will sign a pre-employment statement indicating that the job applicant has not been convicted of or pleaded guilty to any disqualifying offenses.

- The job applicant will notify Supreme Education if they are formally charged with, convicted of or plead guilty to any disqualifying offenses. Reporting must occur within 14 (fourteen) calendar days after the date of such charge, conviction or guilty plea.
- Job applicants who provide false information or omit any requested information on the employment application or in the interview process may be deemed to have falsified their application and may be ineligible for hire.

5. Supreme Education's Responsibilities

- Supreme Education will require that all job applicants complete an employment application and provide the names and addresses of present and former employers.
- Supreme Education shall attempt to obtain references from the job applicant's present and former employers and maintain written evidence that reference checks were attempted and/or completed.
- Supreme Education shall conduct the appropriate checks of the job applicants, as required.
- Supreme Education should conduct a thorough review of the employment application to check that all material information is provided.
- Supreme Education shall maintain a single central register of vetting checks on all Staff members who work, or will work, in the school.

6. Data Protection

- ☑ Supreme Education is legally required to carry out pre-appointment checks, as further outlined in this policy.
- ☑ Staff members and prospective Staff members shall be required to provide certain information to Supreme Education to enable the school to carry out the required checks applicable to the specific role.
- ☑ Supreme Education shall provide certain job applicant information to third parties, as required, e.g., Disclosure and Barring Service and the Teaching Regulation Agency (TRA). Failure to provide such requested information may result in Supreme Education being unable to meet its employment, safeguarding and/or legal obligations.
- ☑ Should the job applicant be successful and appointed to the relevant position, Supreme Education shall retain any and all such relevant information as provided on the job applicant's application form, including all attachments, on such job applicant's personnel file.
- ☑ Should the job applicant not be successful, Supreme Education shall retain any and all such relevant information as provided on the job applicant's application form, including all attachments, subject to the consent of such unsuccessful applicant, for a maximum of 6 (six) months before being confidentially destroyed.
- ☑ Supreme Education shall process personal information in accordance with the **Staff Privacy Notice**.

7. Overview of Procedures to be followed Upon Termination of Employment

- ☐ Supreme Education shall comply with all applicable legislative and regulatory provisions and agency guidelines in order to promote safe and effective recruitment and selection of Staff members.
- ☐ Supreme Education shall facilitate a number of processes to promote Supreme Education's commitment to effective and robust safeguarding practices which may include but shall not necessarily be limited to:

7.1 Whistleblowing and Exit Interviews

- ☐ All Staff members of Supreme Education are encouraged and expected to raise concerns, including such concerns related to the safeguarding and welfare of students, the conduct of Staff members or other matters, during the course of their employment in accordance with the relevant school policies.
- ☐ Safeguarding students is at the centre of Supreme Education's ethos and culture. Safeguarding matters are formally considered throughout a Staff member's tenure at the school; for example during staff performance, development reviews, appraisals, and at exit interviews.

7.2 Referrals to the DBS and Teaching Regulation Agency

- ☐ Supreme Education shall comply with all legal requirements in relation to making referrals to the DBS in the following instances:
 - Any job applicant who applies for a position at Supreme Education despite being barred from working with children or young people; and/or
 - Any individual who has been removed by Supreme Education from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child or young person.
- ☐ Any Staff member who has been dismissed for serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, Supreme Education shall make a referral of such dismissal to the Teaching Regulation Agency (TRA), as required.

Procedure:

- ☐ All Staff members of Supreme Education shall follow the direction of the policy. Should any Staff member be in any doubt about how the policy informs the procedure, such Staff member must immediately seek advice from the Head Teacher.

Appendix 1: Valid Identity Documents

The following identity documents are deemed valid in accordance with the DBS identity checking guidelines:

Group 1: Primary Identity Documents

- ☐ Current, valid passport;
- ☐ Biometric resident permit (UK);
- ☐ Current, valid driving licence photocard – full or provisional (only if issued in UK, Isle of Man, Channel Islands, or EEA);
- ☐ A birth certificate issued within 12 months of birth (only for UK, Isle of Man, and the Channel Islands, including those issued by UK authorities overseas, e.g., embassies, High Commissions, and HM Forces);
- ☐ Adoption certificate (UK and Channel Islands).

Group 2a: Trusted Government Documents

- ☐ Current, valid driving licence photocard - full or provisional (all countries outside the EEA excluding Isle of Man and Channel Islands);
- ☐ Current, valid driving licence: paper version if issued before 1998 (UK / Isle of Man / Channel Islands and EEA; full or provisional);
- ☐ Birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands);
- ☐ Marriage / civil partnership certificate (UK and Channel Islands);
- ☐ Immigration document, visa or work permit (issued by a country outside the EEA. Valid only for roles whereby the job applicant is living and working outside of the UK. Visa / permit must relate to the non EEA country in which the role is based);
- ☐ HM Forces ID card (UK);
- ☐ Fire arms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial and Social History Documents

- ☐ Mortgage statement (UK or EEA)**;
- ☐ Bank / building society statement (UK and Channel Islands or EEA)*;
- ☐ Bank / building society statement (countries outside the EEA)*;
- ☐ Bank / building society account opening confirmation letter (UK)*;
- ☐ Credit card statement (UK or EEA)*;
- ☐ Financial statement - e.g. pension, endowment, ISA (UK)**;
- ☐ P45 / P60 statement (UK and Channel Islands)**;
- ☐ Council tax statement (UK and Channel Islands)**;
- ☐ Letter of sponsorship from future employment provider (non UK / non EEA only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- ☐ Utility bill (UK; not mobile telephone bill)*;

- ☒ Benefit statement - e.g. child benefit, pension (UK)*;
- ☒ A document from central or local government/ government agency / local council giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs, Jobcentre, Jobcentre Plus, Social Security (UK and Channel Islands) *;
- ☒ EEA national ID card (must be valid at time of application);
- ☒ Irish passport card (cannot be used with an Irish passport; must be valid at time of application);
- ☒ Cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of applications);
- ☒ Letter from Head or College Principal (for 16-19 year olds in full-time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application).

NOTE:

*** Document must be less than 3 (three) months old)**

**** Document must be less than 12 (twelve) months old**