POLICY TITLE	**Recruitment and Selection Policy**

Policy Area	Safeguarding
Relevant Statutory Regulations	Education (Independent School Standards) (England) Regulations 2014 (ISSRs) Keeping children safe in education September 2026 (KCSIE) Prevent Duty Guidance for England and Wales (2023 updated on 6 March 2024) (the Prevent Duty Guidance) National Minimum Standards for Boarding Schools (DfE, May 2026) Disclosure & Barring Service (DBS).
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Recruitment and Selection Policy

1 Aims

1.1 The aims of this policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds, including race, religion or religious belief, pregnancy or maternity, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age (**Protected Characteristics**)
- to ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (**ISSRs**), the statutory guidance published by the Department for Education (**DfE**), *Keeping children safe in education* (1 September 2026) (**KCSIE**), *Disqualification under the Childcare Act 2006* (**DUCA**), the Prevent duty guidance for England and Wales (**Prevent duty guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2 Introduction

2.1 Safeguarding is everyone's responsibility. The School adopts a child-centred approach to recruitment and selection and recognises that safeguarding considerations are paramount throughout the recruitment process.

2.2 Roedean is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. All applicants must undergo child protection screening appropriate to the post. Roedean recognises that it is an offence to knowingly employ any person or take on a volunteer who is barred from undertaking regulated activity.

2.3 Roedean is dedicated to ensuring that equality of opportunity is an integral part of the recruitment process. All recruitment and selection systems will be fair, consistent and valid. Recruitment and selection will take into account the needs of the individual as well as the needs of the School. Wherever possible those involved in the process will be adequately trained. This will ensure that, as far as possible, applicants will only be shortlisted and selected on the basis of individual merit and ability to undertake the position for which they applied.

3 Data Protection

3.1 The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Staff Privacy notice.

4 Vacancies

4.1 When a position becomes vacant, the need to find a replacement will be discussed with the relevant line manager. No post will be advertised without a review of the School's needs. All vacancies must be authorised by the Head and Director of Strategy & Innovation, using a Staff Recruitment Form.

4.2 Any requests for new posts in the School must be accompanied by a proposal, outline job description and Staff Recruitment Form that should be forwarded to the HR department to take to staffing meeting for final approval by the Head and Director of Strategy & Innovation in liaison with the Head regarding salary.

4.3 Offers of employment, whether temporary or permanent, including oral offers, must not be made without prior approval from the Head.

5 Artificial Intelligence

5.1 The School does not use artificial intelligence software as the sole basis for recruitment decisions. All employment decisions are made by appropriately trained individuals.

6 Job Analysis

6.1 This analysis will form the basis of a job description and person specification.

6.2 The job analysis will take into account all aspects of the job including the content (i.e. tasks) making up the job, and also the job's purpose, the outputs required by the job holder and how it fits into the

School's structure. Skills and personal attributes needed to perform the role effectively will also be considered.

7 Job Description/Person Specification

7.1 It is the responsibility of the appropriate Head of Department/Manager to produce a job description and person specification for the vacant post. The HR department can provide copies of previous versions for existing posts.

7.2 Job descriptions/person specifications must be drafted in the School's standard format.

7.3 Job descriptions should include the following:

(a) Main duties and responsibilities

(b) Job title, details of hours, whom responsible to/for, etc.

(c) A statement that the post holder carries responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with at the School.

7.4 Specifications should include the following:

(a) Skills, aptitude, knowledge, experience (only where justifiable to position) and behaviours required for the post.

(b) Qualifications, which should be only those necessary to do the job unless candidates are recruited on the basis of future potential e.g. graduates.

(c) Personal qualities relevant to the job, such as ability to work as part of a team.

7.5 The job description and person specification for all roles should be provided to the relevant ST Lead for first approval. All job descriptions must then be approved by the Director of Strategy & Innovation before they can be finalised. Where the information provided does not meet satisfactory standards, or where it breaches good equal opportunities practice, the documentation will be returned to the originator with advice on how to make the improvements required. The recruitment process will be suspended until the necessary criteria/standards are met.

8 Recruitment Schedule

8.1 The key stages and dates for the whole recruitment and selection process, i.e. advertising, closing date, short listing date and interview dates must be agreed in advance of advertising by the Senior Team. At least one week should be allowed between closing date of applications and interview, whenever possible. This ensures that the dates are realistic, and that key individuals have the necessary dates logged in their diaries in advance. It will also enable dates of interviews to be included in job adverts and/or further particulars for the information of applicants.

9 Recruitment Advertising

9.1 Job vacancies will normally be advertised in the relevant media, and also advertised internally via the weekly Staff Bulletin and on the Roedean website. However, for internal only advertised positions, these will only be via the weekly Staff Bulletin.

9.2 The HR department will place all advertisements and supply the job descriptions.

9.3 Advertisements will include the following statements and any further or additional statement concerning safeguarding as required by law:

'Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).'

'The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.'

9.4 Advertisements will confirm:

(a) The requirements of the job.

(b) The safeguarding responsibilities of the post (which should be taken from the job description and person specification).

(c) The job location.

(d) The reward package (but not necessarily in detail).

(e) Job tenure (e.g. Contract length).

(f) The application procedure.

9.5 Advertisements will endeavour to appeal to all sections of the community using positive wording, where possible.

9.6 Inappropriate or poorly worded advertisements can give rise to legal claims against Roedean. Anyone placing an advertisement in breach of this policy, and not going through the correct channels, will be subject to Roedean's disciplinary procedure.

10 Applications

10.1 All applicants will receive an information pack (either downloaded from the website or via email/post), to include:

(a) Application Form.
(b) Job pack containing a job description/person specification defining the individual's responsibilities for promoting and safeguarding the welfare of children and information on Roedean.
(c) Equal opportunities monitoring form.
(d) Child Protection Policy Statement.
(e) The Recruitment & Selection Policy is available to download from the vacancies page on the website.
(f) The Recruitment of Ex-Offenders Policy is available to download from the vacancies page on the website.

10.2 All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role.

10.3 An applicant's date of birth will be used only to verify identity and the information provided on the application form about education and employment history. Roedean does not discriminate on the grounds of age.

10.4 Application forms require that an applicant supply a full employment history and confirm that any previous employer may be approached by the School. Where feasible the School will contact each previous employer involving work with children or vulnerable adults to check the reason the employment ended. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided.

10.5 All applications will be treated confidentially and circulated only to those individuals involved in the recruitment process.

10.6 Incomplete application forms will be returned to the applicant where the deadline has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.

10.7 Word of mouth recruitment or unsolicited applications should generally be avoided as a means of filling a vacancy. Applicants should be asked to apply for a specific post and complete the relevant application form.

11 Shortlisting

11.1 The School will then conduct a shortlisting exercise by reviewing all application forms received in order to determine which applicants will be invited for interview. At least one member of every recruitment panel will have successfully completed appropriate safer recruitment training in accordance with KCSIE.

11.2 The criteria used for shortlisting must be as detailed in the job description and person specification, which must be applied consistently to all applicants, whether internal or external.

11.3 There is no obligation to shortlist internal applicants, although it will be clearly important to treat them courteously and confidentially and give them reasons for non-selection.

11.4 In the event of any individual submitting a complaint for non-selection, it will be the responsibility of the panel to defend the decision.

11.5 The HR department will be responsible for notifying external candidates of the outcome of the shortlisting exercise, with the aim of informing successful and unsuccessful candidates where practicable; care must be taken to maintain confidentiality and to ensure that all applicants are made aware of the panel decisions in a formal and consistent manner. The panel will follow up with unsuccessful internal candidates giving reasons for the decision.

12 The Selection Process

12.1 The selection process should be carefully planned and may include several stages or components, each of which is designed to fully explore the requirements laid out in the person specification. This may include, for example, selection criteria that cannot be tested by panel interview; e.g. practical skills or detailed knowledge of a specialist field. Pupils will be involved in the recruitment process in a meaningful way. This may include touring candidates or being involved in a panel discussion. They will not be involved in making appointment decisions.

12.2 Shortlisted applicants will be invited to attend formal interviews at which their relevant skills and experience will be discussed in more detail. All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant in their suitability to work with children. This information will be considered and discussed with applicants at interview.

12.3 The School may undertake online searches of publicly available information relating to shortlisted candidates in accordance with KCSIE. (see section 13 for more information).

12.4 It may be appropriate to hold more than one stage of selection interviews, and the size and constitution of the panel may vary according to the stages of selection. Also, it may be that further shortlisting takes place during the interview stages.

12.5 Where performance or other tests or multi-stage interviews are used, candidates should be advised of this in advance, and care must be taken to ensure the test which is used fairly and accurately measures what it is intended to measure. All shortlisted applicants will be asked to produce originals of their certificates and qualifications at interview for verification. Where interviews are conducted at distance (i.e. via TEAMS), all original documentation will be received as soon as practicable, and any offer will always be subject to receipt of all necessary documents.

12.6 Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

12.7 In the case of a resident post where a spouse or partner wishes to reside at the School with the post holder, the staff member will be asked to complete a resident partner request form and application form. The Deputy Head: Pastoral will then interview the partner to ascertain their suitability. If approved, their spouse/partner will be subject to an enhanced DBS check (see below) and two personal references will be obtained.

12.8 Interviews will:

(a) Always be conducted by at least two individuals, with at least one member of the panel who has completed NSPCC or equivalent safer recruitment training.

(b) Be structured to follow a previously agreed set of questions mirroring the person specification or job profile.

(c) Allow candidates the opportunity to ask questions.

(d) Be noted.

12.9 All interviews will include questions designed to assess the candidate's suitability to work with children and their understanding of safeguarding responsibilities. Candidates may also be asked relevant questions about disability and health in order to establish whether they have the mental and physical capacity for the role they have applied for.

12.10 Candidates will be given as much information as possible prior to interview, for example, terms and conditions, to allow them to prepare and to minimise the risk of job offers being rejected. However, in a competitive marketplace specific details of salary or package may not be available until a job offer is to be made.

12.11 The performance of each candidate will be assessed against the selection criteria to determine whether they meet the requirements of the post.

12.12 Where the first choice is unanimous, an appointment may be recommended. Where there are differences in ranking, each panel member should discuss the merits and shortcomings of each applicant against the person specification until a consensus is reached.

12.13 It is often prudent to identify potential 'reserve' candidates (where they meet the criteria) in case the first choice declines the offer. The decision of the panel is final.

12.14 It is the responsibility of a member of the panel to notify the HR department as above of the panel's decision and this should be done within two working days of the interviews being held, when possible.

12.15 The Head will agree the final remuneration package. The HR department is responsible for notifying candidates of the outcome of the process and will issue an offer of employment to the successful candidate(s). The school is not obligated to give any feedback to candidates, successful or unsuccessful.

If the school decides to make an offer of employment following the formal interview, any such offer will be conditional on the following:

(a) The agreement of a mutually acceptable start date and the candidate entering into a contract incorporating Roedean's standard terms and conditions of employment.

(b) Receipt of at least two satisfactory references (and should include a reference from the Head of the last place of employment involving working with children and one (if different) from the candidates most recent employer).

(c) Verification of the applicant's identity and address.

(d) Roedean being satisfied that any information generated through online searches does not make the applicant unsuitable to work at the School.

(e) Where the position amounts to "regulated activity" (see section 14.4 below) the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory*.

(f) Where the position amounts to "regulated activity" (see section 14.4 below) confirmation that the applicant is not named on the Children's Barred List*.

(g) For positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at the School.

(h) Information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the school.

(i) For management positions, information about whether the applicant has ever been referred to the Department for Education or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School.

(j) Verification of the applicant's medical fitness for the role (see section 14.38-14.43 below).

(k) Verification of the applicant's right to work in the UK.

(l) For applicants who have carried out teaching work outside the UK, information about whether the 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 the School.

(m) Verification of the applicant's employment history.

(n) Where applicable, confirmation that the applicant is not disqualified from acting as a trustee/ governor or senior manager of a charity under the Charities Act 2011.

(o) Verification of qualifications, whether professional or otherwise, which the School deems a requirement for the post or which the School takes into account in making the appointment decision, or which the applicant otherwise cites in support of their application, whether a requirement for the role or not and;

(p) Any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

*The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can 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 the School in order to decide which checks are appropriate. Where a role constitutes regulated activity, the School will undertake a Children's Barred List check.

13 Online Searches

13.1 In addition to the pre-employment checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. In accordance with KCSIE this will include online searches on shortlisted candidates (**online searches**). The online searches the School carries out may include searches of internet search engines, websites and social media platforms. All shortlisted applicants are asked to provide details of their online profile, including account names, social media and professional networking site handles and details of websites on which the applicant is featured or named. This information will be used to carry out online searches. Applicants are not required to provide account passwords or to grant the School access to social media or professional networking account content that is not publicly available. However, if information (such as profile pictures and/or account bios) is publicly available when a social media or professional networking site account is locked and can therefore be viewed by the School it may be taken into account as part of the online search.

Online searches may be carried out at the interview stage or after an offer of employment has been made (but prior to work commencing). The School will not carry out online searches as part of its initial sift of applications.

The School will determine how it approaches online searches on a case-by-case basis. Online searches will be undertaken consistently and proportionately. Information relating to protected characteristics will not be used unlawfully in recruitment decision-making.

Wherever possible online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and / or
- may have an impact on the School's reputation (whether positive or negative)

Any information generated from online searches will be entered on the 'Online search form'. Where online searches are undertaken on shortlisted applicants any relevant information generated will be provided to the interview panel for discussion with shortlisted applicants at interview. Where online searches are undertaken on the successful applicant only any relevant information generated will be discussed prior to employment commencing. All offers of employment will be conditional upon the School being satisfied that the successful applicant is suitable to work at the School in light of any information generated from online searches.

In evaluating any online information for relevance, the School will use the following criteria:

- whether the information is relevant to the position applied for;
- whether the information is relevant to the applicant's suitability to work at the School or in an education setting;

- whether the information could have an impact on the School's reputation (whether positive or negative);
- whether the information calls into doubt the applicant's willingness or ability to uphold the School's commitment to safeguarding and promoting the welfare of children;
- the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published;
- whether the information reveals a pattern of concerning behaviour; and
- the relevant circumstances and the explanation(s) offered by the applicant.

For successful candidates, the School will retain information generated through online searches for the duration of the individual's employment and in accordance with its Retention of Records Policy after employment ends.

For unsuccessful candidates, the School retains the information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.

14 Pre-Appointment Checks

14.1 In accordance with the guidance set out in KCSIE, DUCA and the requirements of the ISSRs and the NMS, Roedean carries out a number of pre-employment checks in respect of all prospective employees.

14.2 In fulfilling its obligations to carry out pre-employment checks the School does not discriminate on the grounds of any protected characteristics.

14.3 The pre-employment checks include:

DBS check

14.4 The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of, the School will amount to "regulated activity" if it is carried out:

- Frequently, meaning once a week or more; or
- Overnight, meaning 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 children.

14.5 Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

14.6 It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

14.7 Prior to 29 May 2013 an enhanced check contained details of convictions on record (including those that are defined as 'spent' under the Rehabilitation of Offenders Act 1974) together with details of

any cautions, reprimands or warnings held by the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer reasonably believes to be relevant to the post applied for.

14.8 With effect from 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are 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 the School during the recruitment process it must be disregarded when making a recruitment decision.

14.9 A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at:

https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

14.10 Filtering of criminal record information will be applied in accordance with current legislation and DBS guidance.

14.11 Filtering of criminal record information will be applied in accordance with current legislation and Disclosure and Barring Service (DBS) guidance. Certain old and minor cautions and convictions may be protected and therefore filtered from Standard and Enhanced DBS certificates. Applicants are not required to disclose protected cautions or protected convictions. The School will assess criminal record information in accordance with the DBS filtering rules and applicable safeguarding legislation current at the time of recruitment.

https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

14.12 The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the School should be arranged with the HR department as soon as it has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the HR department. Where a certified copy is sent, the original disclosure certificate must still be provided prior to the first day of work / on the first working day.

14.13 Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

14.14 If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed 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.

14.15 DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances.

14.16 Where an individual subscribes to the DBS Update Service and provides appropriate consent, the School may carry out a status check to confirm whether any new information has been added to their

DBS record since the original certificate was issued. Where the status check identifies a change or the School considers it necessary, a new DBS certificate may be requested.

Overseas checks

14.17 For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the School. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The School takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants, which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years. However, the School recognises that the ISSRs do not specify that a minimum period of overseas residence is required. The School therefore assesses each applicant's situation on its individual facts.

14.18 When requesting such information the School has regard to relevant government guidance and will therefore always require the 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. The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

14.19 In addition, where an applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted 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.

14.20 Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at the School. However, the School will take all relevant information into account in determining whether an applicant is suitable to work at the School.

14.21 The School may allow an 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 applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the School, continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory.

14.22 If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.

14.23 The School will take proportionate risk based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file

14.24 If the formal check is delayed and the School is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

References

14.25 Roedean notes that the DBS will not necessarily bar a person, and therefore acknowledges that references are taken and it is obliged to look into the career history of the applicant to ensure that it is known why a job applicant left previous employment.

14.26 All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Roedean. One of the references must be from the applicant's current or most recent employer. If the current (or most recent) employment does/did not involve work with children, then one referee should be from the employer with whom the applicant most recently worked with children. If the applicant has not worked with children before references will be sought from their two most recent employers. No referee should be a relative or someone known to the applicant solely as a friend unless there are no other possible referees.

14.27 References will be obtained and scrutinised before interview whenever possible. Candidates who do not wish their current employer to be contacted prior to interview will be notified that any job offer is subject to a satisfactory reference from their current employer.

14.28 Referees will be provided with a copy of the job description and person specification for the role for which the applicant has applied. Referees will be asked questions relating specifically to the candidate's suitability for the job and their suitability to work with children.

14.29 The letter to the Referees asks that there should be no material misstatement or omission relevant to the suitability of the applicant. All references received from a school should be countersigned by the Head of that school where possible.

14.30 All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied.

14.31 If the referee is a current or previous employer, they will also be asked to confirm the following:

(a) The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness* and disciplinary record;

(b) Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (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;

(c) Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people except where the allegation or concerns were found to be unsubstantiated, unfounded, false or malicious; and

(d) Whether the applicant could be considered to be involved in "extremism" (see the definition of "extremism" at section 25.4 below).

(*Questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

When requesting a reference it is the School's policy not to ask whether the reference has been provided as part of a settlement agreement. It is also the School's policy not to answer such questions when providing a reference.

Roedean will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

14.32 No member of staff may start prior to receipt of two satisfactory references. If it has not been possible to obtain a reference 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 the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed. If a written reference has not been received prior to the start date the School will seek a verbal reference from the referee. This should, however, be followed up with a written reference where possible.

14.33 Roedean will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

14.34 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 an applicant although additional references may be sought before an appointment can be confirmed.

14.35 All internal candidates who apply for a new role at the School will have their application assessed in accordance with this procedure. One reference may be taken up on internal candidates as part of the application process but can be provided by a colleague as the School will be the most recent employer and will previously have taken up references from past employers.

14.36 Where the reference is provided by a school the Head of that school (or other appropriate senior person) should sign or countersign the reference to confirm that it is correct in respect of disciplinary concerns, whether or not any concerns are disclosed or not.

14.37 Referees of successful candidates will be telephoned directly for verification that they have provided the reference the School has received.

14.38 Roedean treats all references given or received as confidential which means that the applicant will not usually be provided with a copy.

Medical questionnaire

14.39 The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

14.40 All appointed applicants will be required to complete a medical questionnaire in which they are asked to sign and declare that:

(a) They know of no reasons, on grounds of mental or physical health why they should not be able to discharge the responsibilities required by the post in question;

(b) They understand that any offer of employment made by the school will be conditional on verification of medical fitness and that they may be required to attend a medical examination; and

(c) They understand that failure to disclose relevant information or giving false information may result in termination of their employment or the withdrawal of an offer of employment.

14.41 If a successful applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the HR department so that appropriate arrangements can be made.

14.42 The School may arrange for the information contained in the questionnaire to be reviewed by its medical advisor. 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 timetable, extra- curricular activities, layout of the School etc. If the School's medical advisor has any doubts about an applicant's fitness they will be asked to consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

14.43 Where it is necessary for medical records to be obtained, the requirements of the Access to Medical Reports Act 1988 will be observed.

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

Verification of identity and address

14.45 All applicants who are invited to an interview must bring to interview original documents which evidence their identity as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- One document from Group 1; and
- Two further documents from either of Group 1*, Group 2a or Group 2b, one of which must verify the applicant's current address and photographic ID; and

*Applicants must always provide their birth certificate as one form of identity unless there is a good reason why this cannot be provided.

14.46 Where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change. They will also be required to provide their birth certificate.

Right to work in the UK

14.47 All applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist. In some cases the evidence for your right to work in the UK can also be used as evidence of your identity and address for DBS identity checking purposes.

14.48 The School will check evidence of your right to work in the UK in accordance with current Home Office Right to work guidance and acceptable document lists in force at the time of recruitment.

Qualifications

14.49 All applicants must also bring to interview original documents which evidence any educational and professional qualifications (relevant to the post) referred to in their application form and/or which the School requests.

Prohibition from teaching check

14.50 The School is required to check whether staff who carry out "teaching work" are prohibited from doing so. The School uses the DfE's Check a Teacher's record to make prohibition, direction restriction and children's barred list checks.

14.51 In addition the School asks all shortlisted applicants to declare whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

14.52 Where an 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 equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

14.53 The School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- Planning and preparing lessons and courses for pupils.
- Delivering lessons to pupils.
- Assessing the development, progress and attainment of pupils.
- Reporting on the development, progress and attainment of pupils.

14.54 The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

Prohibition from management check

14.55 The School is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a **section 128 direction**).

14.56 The School will carry out checks for section 128 directions when appointing applicants into management positions from both outside the School and by internal promotion.

14.57 This check applies to appointments to the following positions made on or after 12 August 2015:

- Head.
- Teaching posts on the senior leadership team.
- Teaching posts which carry a departmental head role.
- Support staff posts on the senior leadership team.

The School will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities.

14.58 It also applies to appointments to the governing body.

14.59 The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services System. The School will use either, or both, methods to obtain this information.

14.60 In addition the School asks all shortlisted applicants to declare whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

14.61 Where an 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, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

Disqualification from acting as a charity trustee or senior manager

14.62 Background

(a) Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

(b) Who is covered:

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the School the disqualification rules will be applicable to all governors, the Head and Director of Finance and potentially other senior staff who report directly to the governors.

There is no single list or register that covers all of the disqualification criteria and the School therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

(c) Self-declaration

All those who are covered by the disqualification rules are 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 relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the 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 who are required to complete a self-declaration form are also under an ongoing duty to inform the School 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.

(d) Checks by the School

To ensure that it has accurate and up to date information the School will also 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
- And the register of persons who have been removed as a charity trustee.

(e) Waiver

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

15 Confidentiality

15.1 Discussions about candidates at both shortlisting and interview stage are confidential. All panel papers relevant to an application, whether the application was successful or unsuccessful, must be returned to the HR department for retention.

15.2 The School is legally required to undertake the above pre-appointment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

15.3 This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained in accordance with the School's Data Retention Policy after employment terminates.

15.4 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed within 12 months.

15.5 The same policy applies to any suitability information obtained about volunteers involved with School activities.

16 Single Central Register of Appointments

16.1 Roedean maintains a single central register (SCR) of all staff and volunteers working for or at the School which is kept electronically. The SCR will be maintained in accordance with the requirements of KCSIE, the Independent School Standards, the General Data Protection Regulations and any supplementary DfE guidance in force from time to time. It shows whether all required pre-appointment checks were completed, or certificates obtained, when and by whom for all members of staff, supply staff and Council Members currently working at, or providing services to, the School.

16.2 The SCR includes an identity check, barred list check, DBS check, prohibition check, section 128 check, right to work and qualifications where required as required by current KCSIE/ISSR standards.

17 Commencing Work

17.1 A successful candidate will not normally commence work until all pre-appointment checks have been completed.

17.2 However, the DBS certificate may not have been received prior to the start date of employment. This may happen where there is a significant delay at the DBS or where there is an urgent need for the individual to start, for example when covering sick or other emergency leave.

17.3 In these cases, provided an application for a DBS check has been made and all other pre-employment checks relevant to the role have been completed, an individual may be permitted to start work provided that:

(a) A separate check of the Children's Barred List has been carried out;

(b) A prohibition from teaching check has been carried out for those undertaking teaching work;

(c) A personal risk assessment for the individual in their role has been carried out by the Designated Safeguarding Lead or a deputy, and they are satisfied that the individual may start work; and

(d) A discussion with the individual has taken place confirming any supervision arrangements and/or additional safeguards required until the DBS certificate is received.

17.4 The HR department will keep a record of the personal risk assessment and details of any additional supervision arrangements and other safeguards, which will be reviewed every two weeks and signed by the Deputy Head: Pastoral until a DBS certificate is received.

18 Agency/Supply Staff

18.1 Agencies who supply staff to the School must complete the pre-employment checks which the School would otherwise complete for its staff. The School requires confirmation that these checks have been completed before an individual can commence work at the School.

18.2 The School will independently verify the identity of individuals supplied by an agency and requires the provision of the DBS disclosure certificate before those individuals can commence work at the School.

19 Contractors

19.1 Before any contractor or contractor employee commences work, the School will assess the nature of the work, the level of contact with pupils and whether the individual will be supervised.

19.2 The School must complete the same checks for contractors (and their employees) undertaking regulated activity at the School as it does for its own employees. The School requires written confirmation from the contractor that it has completed these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School.

19.3 The School will independently verify the identity of individuals supplied by contractors and requires the provision of the DBS disclosure certificate before those individuals can commence work at the School.

20 PGCE Students

20.1 PGCE Students undertaking fee-funded work at Roedean must be subject to the same checks as Roedean carries out on its staff. The teacher training provider must confirm that it has completed this check which must include an enhanced DBS check and a Children's Barred List check, and should confirm to Roedean that the individual has been judged by the provider to be suitable to work with children.

20.2 This evidence, together with evidence of the PGCE student's DBS certificate should be recorded in the single central register.

20.3 PGCE students should bring their DBS certificate with them when starting their work placement at the School. The School will independently verify the identity of PGCE students on or before the first day of their placement.

20.4 In all cases PGCE students will be appropriately supervised by a permanent member of staff throughout their placement.

21 Taxi Firms

21.1 The taxi firm commissioned by the School has a written agreement in place to ensure that all drivers providing services to the School under the contract have been DBS checked at an enhanced level. The firm is required to inform the Head immediately of any changes to the agreement and must confirm annually that the agreement is still in place.

21.2 The School will only work with taxi firms and agencies that can demonstrate that they have effective and rigorous recruitment, training and vetting arrangements for their staff.

22 Volunteers

22.1 The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out in section 13.4 and 13.5 above will be applied to all volunteers).

22.2 Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils or work in regulated activity.

22.3 It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

22.4 In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- Formal or informal information provided by staff, parents and other volunteers;
- Character references from the volunteer's place of work or any other relevant source; and
- An informal safer recruitment interview.

22.5 Where an enhanced DBS disclosure with or without a Children's Barred List check is not required the School will consider what other checks may be appropriate following an informal risk assessment in relation to that person; their work; the vulnerability of the children; and the situation. Such checks may include those referred to in paragraph 20.4. Where it is decided that an enhanced DBS disclosure with or without a Barred List check is not required, the School will put in place appropriate supervision. A risk assessment will determine the appropriate level of supervision, but such supervision will be regular and day to day and will be reasonable in all the circumstances to ensure the protection of pupils. Supervision will be undertaken by a member of staff who has been subject to an enhanced DBS and Children's Barred List check.

23 False Information

23.1 In dealing with applications for a school post, if the School considers the application to be fraudulent or to contain false information, it will consider reporting the case to the police and to the relevant institution. For teaching posts the School will also consider whether the matter should be referred to the Teaching Regulation Agency which will decide whether a prohibition order is appropriate.

24 Council Members

24.1 Council members are recommended via the Nominations Committee and approved by the relevant School body (i.e. Council). All checks required for members of the proprietor body as set out in the ISSRs will be carried out before or as soon as practicable after appointment. The School recognises that DBS checks and overseas checks on Council members can be completed before or as soon as practicable after appointment.

24.2 The Chairman of the Council is checked by the Department for Education which provides written proof to Roedean that the checks have been completed.

24.3 Details of the completed checks are recorded in the single central register.

25 Visiting Speakers

25.1 Prior to approving a visiting speaker, the School will undertake a proportionate safeguarding and reputational risk assessment. This assessment will consider the purpose of the visit, the suitability of the speaker, the age and vulnerability of the audience, the level of supervision required and any safeguarding, welfare or Prevent-related concerns.

25.2 The School is not permitted to 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.

25.3 All visiting speakers will be subject to the School's Security Policy and Procedures. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

25.4 The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and / or permit a speaker to attend the School. In doing so the School will always have regard to the Security Policy and Procedures, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

""Extremism" is the vocal or active opposition to our fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

25.5 In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of any protected characteristics.

26 Policy on Recruitment of Ex-Offenders

Please also refer to separate Policy Statement on the Recruitment of Ex-Offenders Policy.

Background

26.1.1 Roedean will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. Roedean makes appointment decisions on the basis of merit and ability. If an applicant 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.

26.1.2 All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants are not required to disclose protected cautions or protected convictions which are filtered in accordance with current legislation and DBS guidance. A failure to disclose a previous conviction (which should be declared) may lead to an 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 a previous conviction may also amount to a criminal offence.

26.1.3 It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make referrals to the DBS, Teaching Regulation Agency, Police or other authorities where there is a legal duty or safeguarding requirement to do so such as if:

(a) It receives an application from a barred person

(b) It is provided with false information in, or in support of an applicant's application or

(c) It has serious concerns about an applicant's suitability to work with children.

Assessment criteria

26.2.1 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

(a) Whether the conviction or other matter revealed is relevant to the position in question

(b) The seriousness of any offence or other matter revealed

(c) The length of time since the offence or other matter occurred

(d) Whether the applicant has a pattern of offending behaviour or other relevant matters

(e) Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters

(f) The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

26.2.2 If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

(a) Murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or

(b) Serious Class A drug related offences, robbery, burglary, theft, deception or fraud.

26.2.3 If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

26.2.4 If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

26.3 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Head before a position is offered.

26.4 If an applicant wishes to dispute any information contained in a disclosure, they can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of disclosure information

26.5 The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

26.6 In particular, the School will:

(a) Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to those who are entitled to see it as part of their duties;

(b) Not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The School will keep a record of the date a

disclosure is issued, the date it is seen by the School, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;

(c) Ensure that any disclosure information is destroyed by suitably secure means such as shredding;

27 Duty to Refer

27.1 This policy is primarily concerned with the promotion and practice of safer recruitment. However, applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where:

(a) an individual has applied for a position at the School despite being barred from working with children; or

(b) an individual has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have:
- satisfied the harm test (as defined in section 35 of the Safeguarding Vulnerable Groups Act 2006);
- committed relevant conduct (as defined in Schedule 3 of the Safeguarding Vulnerable Groups Act 2006); or
- been cautioned for, or convicted of, a relevant offence (as defined in paragraph 1 and paragraph 2 of Schedule 1 to the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Relevant Offences) Regulations 2009).

27.2 The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

27.3 In addition, the School is under a duty to consider whether it is appropriate to make a referral to the Teaching Regulation Agency where it has ceased to use the services of a teacher because the teacher has been guilty of serious misconduct (or might have ceased to use the services of a teacher on those grounds, had the teacher not ceased to provide those services). The School may also, at its discretion, make a referral to the TRA where the duty to consider doing so has not yet arisen.

27.4 The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

28 Queries

If an applicant has any queries on how to apply for a post at the School they should contact the HR department – hr@roedean.co.uk.

Appendix 1 List of valid identity documents

Group 1: primary identity documents

- current valid passport
- e-visa – accessed via the 'view and prove' service
- biometric residence permit (UK)
- current driving licence (photo card - full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- Application Registration Card (ARC) – Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence photo card - full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- current driving licence paper version if issued before 1998 - full or provisional (UK / Isle of Man and Channel Islands))
- 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 UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non UK country in which the role is based)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

All driving licences must be valid.

Group 2b: Financial and social history documents

- mortgage statement (UK)**
- bank / building society statement (UK and Channel Islands)*
- bank / building society statement (countries outside the UK)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA)*
- financial statement - e.g. pension or endowment(UK)**
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands)**
- letter of sponsorship from future employment provider (non UK 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(UK and Channel Islands) *
- EEA National ID Card (must be valid at time of application)
- HMRC Self-Assessment letter or tax demand
- European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)
- Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
- cards carrying the PASS accreditation logo (UK Isle of Man and Channel Islands; must be valid at time of applications)
- letter from Head or College Principal (UK; 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

If a document in the list of valid identity documents is:

denoted with * - it should be less than three months old

denoted with ** - it should be less than 12 months old

At least one document should include photographic ID