



Safer Recruitment Policy



Safer Recruitment

Introduction

Blackheath Prep is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children. Safeguarding and promoting the welfare of children is our highest priority. This document sets out the School's policies and procedures relating to recruitment procedures.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all current or prospective members of staff who are required to familiarise themselves and comply with its contents. We reserve the right to amend its content at any time.

Aims and objectives

The aims of the School's recruitment policy are as follow:

- 2.1 to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- 2.2 to ensure safeguarding and promoting the welfare of children is an integral factor at each stage of the recruitment and selection process
- 2.3 to adopt a safer recruitment process, which helps to promote a safe culture and compliments other 'safety' elements such as health and safety and School security;
- 2.4 to attract and recruit suitable skilled and motivated staff to help raise standards and reduce the risk to children and young people;
- 2.5 to ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
- 2.6 to ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age;
- 2.7 to ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), recommendations of the DfE in the "Keeping Children Safe in Education" guidance (KCSIE) , the Code of Practice published by the Disclosure and Barring Service and the latest Prevent Duty Guidance for England and Wales.
- 2.8 To ensure that the school meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre- employment checks.

Recruitment and Selection Procedures

The appointment process is designed to deter potential offenders from applying; all advertisements make reference to the School's Child Protection, Safeguarding and Prevent Policy.

Advertising

The school will advertise all roles, both internally and externally, to attract the most diverse group of applicants and ensure a fair, transparent and structured process is always being applied. Adverts for vacancies will demonstrate the School's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible.

Application Forms

Blackheath Prep uses its own application form for all vacancies. All applicants will be required to complete application form which is scrutinised for discrepancies, anomalies and gaps in employment. The school will only consider candidates who have completed the application form in full. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided.

Job Descriptions and Persons Specifications

Job description and Person specification will define the purpose, duties and responsibilities of the post, as well as the qualifications, skills, abilities, experience and behaviours required for the role with particular attention to

working with vulnerable groups where relevant. The job description and person specification will make reference to school's commitment to the safeguarding of pupils.

Applicants will also be asked to provide information regarding any periods of overseas residence so that a decision can be made as to whether overseas police check or additional reference are required.

All posts at the school will require an Enhanced DBS Disclosure where an individual is likely to come into direct contact with pupils.

Shortlisting

The panel will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two staff members will be involved in shortlisting and scrutinising applications.

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 to their suitability to work with children.

References for short listed applicants will be requested in advance of an interview.

Interviews

Shortlisted candidates will be invited to attend a form of selection process at which their relevant skills and experience will be assessed and discussed in more detail.

The interview process will always explore the applicant's motivation and suitability to work with children. The interview will assess the applicant's ability to carry out the Job Description and meet the Person Specification. All gaps in employment or academic history and any concerns raised from references will be explored at interview. Candidates will also be asked questions relating to child protection at interview to ascertain the level of their knowledge and the suitability of their answers.

At least one member of every interviewing panel will have received Safer Recruitment training. Interview panels will always consist of at least two people. The member of the panel who holds Safer Recruitment training is responsible for ensuring suitable questions are asked.

In addition, any member of staff responsible for assessing pre-employment checks will have received the relevant training.

Conditional offer of employment

Any offer of employment with the School will be conditional on the satisfactory completion of the following: -

- The receipt of at least two satisfactory references;
- Satisfactory Enhanced DBS Disclosure and where the appointee has lived outside the United Kingdom for a period of three months or more, within the past five years, a certificate of good conduct or equivalent (overseas check/EEA check). Where a member of staff has worked in a school in the UK since moving from overseas, without going back overseas, it is not necessary to repeat the overseas checks for subsequent appointments (ISI 2019 Paragraph 399);
- Confirmation of the candidates medical fitness;
- Verification of qualifications by the individual by providing original certificates;
- Verification of professional status where required;
- Verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency where relevant;
- Verification that the candidate has not been prohibited from carrying out management work where relevant;
- Verification of the candidates identity;
- Verification of the candidate's right to work in the UK.

A record will be kept to show that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:-

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

Pre-employment Checks

In accordance with the recommendations set out in KCSIE, and the requirements of the Education (Independent School Standards) (England) Regulations 2014 the School is required to carry out a number of pre-employment checks in respect of all prospective employees.

Verification of Identity, address and qualifications

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (to comply with DBS identity checking guidelines):

- one document from Document Group 1 and to include the birth certificate where available; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must show the current address; and
- original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other process (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change. Should an applicant attend interview without the above documents, without good cause, the interview may be cancelled and the School may choose not to progress their application further even upon subsequent submission of the documentation.

Right to work

All applicant's identification will be checked to ensure their documentation gives the right to work in the UK, through residency or permit to work. The names, date of birth and photos must be the same across the documentation.

Qualifications

All applicants must provide proof that they have obtained any qualifications specified for the role or relevant to the position. Only original or certified copies of certificates are acceptable.

References

References will be taken up on shortlisted candidates prior to the interview because it allows any concerns that may arise to be explored further with the referee and taken up with the candidate at interview. All offers of employment will be subject to the receipt of a minimum of two satisfactory references.

References should always be obtained from the candidate's current employer. Where this is not possible because the candidate is out of work, verification of the most recent period of employment and the reasons for leaving should be sought. If the candidate has no previous employment history, schools may request character references which may include references from the candidate's school or university.

If the current/ most recent employment does/ did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

References will always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague of the candidate (in a position to be aware of relevant issue).

School will not rely on open references (for example, in the form of 'to whom it may concern' testimonials), nor should they rely purely on the information provided by the candidate as part of the application process without verifying that the information provided is correct.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that (to the best of their knowledge) the applicant has not been radicalised so that they do not support terrorism or any form of “extremism”.

All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant’s dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- 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; and
- 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 or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious.

The School 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 before any appointment is confirmed.

Referees may be contacted by phone to establish that they did provide the reference.

References which provide only confirmation and dates of appointment will be discounted.

If it is not possible to obtain an overseas check a further reference may be sought.

Online searches

In addition to the checks set out above, the School reserves the right to obtain background information about an applicant to determine whether they are suitable to work at the School. In accordance with paragraph 220 of KCSIE this will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines, websites and social media platforms. Applicants are asked in the application form to provide details of their online profile, including accounts names and social media handles. This information will be used to carry out online searches. Applicants are not required to provide accounts passwords or to grant the School access to private social media accounts.

Online searches may be carried out at the shortlisting stage or after an offer of employment had been made (but prior to work commencing).

Wherever possible online searches will be undertaken by a person who will play no other part in the recruitment process 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 in an ‘Online search results record’. 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.

Social Media Checks

After the job offer is accepted by the successful candidate, the School will carry out further Social Media Checks via external background checking company. 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 social media checks.

Disclosure and Barring Checks

Due to the nature of the work, the School applies for an enhanced disclosure from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers deemed to be working in regulated activity.

All positions at the school require an enhanced disclosure due to the contact with children, including regularly caring for, training, teaching, supervising or being in sole charge of children.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

Before starting work all new staff in regulated activity will be checked against the barred list, a list maintained by the Disclosure and Barring Service of individual who are barred from working with children.

The School would expect supply/temporary worker agencies/contractors that are used by the School to register with the DBS on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation.

If there is a delay in the time it is going to take to obtain the DBS check, consideration will be given as to whether the candidate may be allowed to start, where there is a need to have them in School. A risk assessment will be completed accordingly and this will be reviewed fortnightly until the DBS check comes through.

DBS certificates do not expire and there is no requirement for the School to re-check current employees. However, all new and existing staff are required to register with the DBS Update Service and the School will recheck the DBS status for existing employees at least once a year (or more often if required).

The School must obtain the consent from the individual to carry out an online check via the Update Service to view the status of an existing enhanced DBS check, confirm the DBS certificate matches the individual's identity, examine the original certificate to ensure that it is valid for employment with the children's workforce, and ensure that the level of check is appropriate for the relevant role.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued.

Prohibition from Teaching

The School is required to check whether staff who carry out "teaching work" are prohibited from doing so. The School uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition, order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

The School carries out this check, and requires associated information, for roles which involve "teaching work". In doing so 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; and
- reporting on the development, progress and attainment of pupils.

In addition we ask all applicants for roles which involve “teaching work” to declare in the application form whether they:

- have ever been the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, or any predecessor or successor body; and
- have ever been the subject of any proceedings before a professional conduct panel of the Teaching Regulation Agency, or equivalent body in the UK.

If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken for individuals such as sports coaches / assistants and technicians.

From 1 January 2021, the TRA no longer maintains a list of EEA teachers with sanctions.

Where an applicant has carried out teaching work outside of the UK, the School will ask the applicant to provide proof of their past conduct as a teacher by obtaining a letter of professional standing from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher. The School will also ask the applicant (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.

The School will continue to make any further checks that are applicable (please see para re Overseas checks).

The School recognises that a prohibition from teaching order may not last indefinitely. The School also notes that professional conduct panels do not always impose sanctions on the subject of the hearing. However, in order to fully assess the suitability of an applicant the School considers it important that all such information is made available during the recruitment process. Where an applicant is not currently prohibited from teaching, but has been the subject of a professional conduct hearing whether 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.

The existence of any relevant information is not a bar to employment with the School.

Prohibition from Management of Independent Schools Direction (‘Section 128 Direction’)

The School will check whether applicants appointed to management positions after 12 August 2015 are subject to a Section 128 Direction. (This is a direction made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school).

The scope of the barring directions (as detailed in the DfE’s confirmation letter of 11 August 2015) covers membership of proprietor bodies (including governors if the governing body is the proprietor body for the school), and all staff positions as follows: High Master, Head, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship. Other teaching posts with additional responsibilities do not count as “taking part in management”. For non-teaching staff, only posts which are part of the senior leadership team (Executive team) should be regarded as “management” for the purposes of checking for the existence of the barring direction.

If a member of staff is promoted internally to a management position then the School will check that the member of staff is not subject to a Section 128 direction prior to the promotion.

Overseas Checks

In addition to DBS checks, applicants with periods of overseas residence and those with little or no previous UK residence will also be asked to provide further information, including a criminal record check (or equivalent) or a certificate of good conduct from the relevant jurisdiction(s).

There is no mandatory period of time spent overseas which requires additional checks to be complete with guidance stating that “such further checks are made as the School considers appropriate having regard to any guidance issued by the Secretary of State”. The HR department will assess each applicant individually, although the School will usually undertake an overseas criminal record check if the candidate has resided overseas for a period of 3 months or longer in the ten years prior to applying or a position at the School. In some cases, it may be deemed necessary to request a criminal record check for each country in which an applicant has lived or worked for a minimum of three months since the age of 18. In addition, a criminal record check from the country of nationality will be requested.

Where a member of staff has worked in a school in the UK since moving from overseas, without going back overseas, it is not necessary to repeat the overseas checks for subsequent appointments. However, the School will assess each case individually and assess what overseas checks the previous school carried out prior to deciding whether to carry out further / repeat checks.

Disqualification Checks

The supplementary DfE advice states that school may not employ people to work in these settings or allow them to be directly concerned in their management, if they are ‘disqualified’. The grounds for disqualification are not only that a person is barred from working with children (included on the children’s barred list) but also include, in summary, that:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children or adults, at home or abroad
- Other orders have been made against them relating to their care of children
- They have had their registration cancelled in relation to childcare or children’s homes or have been disqualified from private fostering.

All shortlisted applicants will be asked to complete the ‘self-declaration form’. Information given on this form may make some candidates ineligible for appointment. Failure to give accurate information would invoke the staff disciplinary procedures.

Medical Fitness

The School has a statutory responsibility 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.

It is the School’s practice that all applicants to whom an offer of employment is made must complete a Medical Declaration and sign to confirm that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge with due care and skill the responsibilities required by the post in question.

Prevent Duty

The School has a legal duty under the Counter- Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

Arrangements for contractors, agency staff and supply staff

The school expects contractors, agency staff and supply staff to complete the same checks that the school is required to complete for its staff. The school requires confirmation in writing that the checks have been completed before employees of the third party can commence work at the school.

Where external contractors do not have access to the necessary database to complete the relevant checks, the school will do the missing checks themselves where it applies (e.g. prohibition from teaching check).

The contractors, agency staff and supply staff have to bring in their original Enhanced DBS certificate, proof of qualifications and identification documents (proving their name, date of birth and address) on their first day of work for the School.

The school reserve the right to terminate the contract with the third party provider and send home staff member without notice should these terms of safe recruitment practice be breached. In this instance the school will not be liable for any changes connected to the booking.

Arrangements for volunteers

Volunteers may require an enhanced DBS check because of the frequency of their volunteering activity and the contact they have with children. Under no circumstances will a volunteer, in respect of whom no safeguarding checks have been undertaken, be left unsupervised with children or allowed to engage in regulated activity.

Prior to engaging a volunteer to carry out any activities for or on behalf of the School, the Head of Department with responsibility for the volunteer appointment will discuss the proposed activities to be undertaken by the volunteer with the HR Department so that a risk assessment can be completed and a decision can be made as to what vetting checks are required.

Governors

Governors are subject to an enhanced DBS check (either including or not including barred list information as appropriate), confirmation of identity, confirmation of right to work in the UK, prohibition from management check (section 128 direction – see para 4.5) and overseas police background checks as appropriate. (The Chair of Governors is required to undergo these checks via the DfE). The School's policy is also to carry out prohibition from teaching checks (and EEA check) for members of the Governing Body. Members of the Governing Body are required to complete a disqualification from acting as a charity trustee or charity senior manager declaration (see para 4.6.1)

The above checks are not mandatory for Associate members who are appointed by the governing body to serve on one or more governing body committees. However, the School will assess them under the volunteer's risk assessment policy to determine if the nature of the work on the committees necessitates checks.

Single Central Record of Appointments (SCR)

The School maintains a single record of all recruitment and vetting checks. This record is maintained by the Human Resources department in accordance with the requirements of the Independent School Standard Regulations 2014.

The Record will contain details of all members of staff at the School, the Governors and all individuals who are in regular contact with children including supply staff, volunteers and those employed as third parties.

Policy on the Recruitment of Ex-offenders

As an organisation using the DBS Disclosure service to assess applicants' suitability for all positions at the School, the School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

The School shall not unfairly discriminate against any subject of a Disclosure on the basis of conviction or other information disclosed and appointments shall be made on the basis of merit and ability. The School welcomes applications from a wide range of candidates and actively promotes equality of opportunity for all with the right mix of talent, skills and potential. If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merit's accordance with the objective assessment criteria.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules, when applying for a position at the School. A failure to disclose a previous conviction 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.

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 attempt to apply for a position at the School. The School will 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 an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

We ensure that all those in the School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Further information on the DBS can be found on www.homeoffice.gov.uk

Document Retention and Data Protection

The School is legally required to undertake the above pre-employment checks and to take all reasonable steps to establish an applicant's suitability to work with children. Therefore, if an applicant is successful in their application, the School will retain on their personal 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 and any other documentation relevant to the application.

This documentation will be retained by the School in line with statutory and legal requirements. All information retained on employees is kept centrally by the Human Resource.

The School will retain documents relating to the vetting of other adults (e.g. volunteers, third party providers, contractors) on the same basis.

Appendix 1

Enhanced DBS Check – Documentation required

A minimum of 3 documents are required to complete the check. Original documents must be produced to carry out an Identity check.

At least one document must show the current address and be no more than three months old and one document should be chosen from Document Category 1.

Document Group 1 – Primary identity documents

Document	Notes
Passport	A current and valid passport (Any Nationality)
Biometric residence permit	UK
Current photocard driving licence	UK/Isle of Man/Channel Islands/other EEA country (full or provisional)
Birth Certificate – issued within 12 months of birth	UK/Isle of Man/Channel Islands – including those issued by UK authorities, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a – Trusted government documents

Document	Notes
Current driving licence – paper version (if issued before 1998)	UK/Isle of Man/Channel Islands and EEA
Current photocard driving licence (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Birth certificate – issued after time of birth	UK/Isle of Man/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 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
Firearms Licence	UK/Isle of Man/Channel Islands

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
EEA National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK/Isle of Man/Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16 to 19 year olds in full time education. Only used in exceptional circumstances if other documents cannot be provided.	Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid

The following documents must have been issued within the past 12 months:

P45 or P60 Certificate Statement	UK & Channel Islands
Council Tax Statement	UK & Channel Islands
Mortgage Statement	UK or EEA
Financial Statement, for example, pension or endowment	UK

The following documents must be less than 3 months old:

Bank/Building Society statement	UK & Channel Islands or EEA
Bank/Building Society statement	Countries outside the EEA – branch must be in the country where the applicant lives and works
Credit Card Statement	UK or EEA
Bank/Building Society Account opening Confirmation letter	UK
Benefit Statement, for example, Child Benefit, Pension	UK
Central or local government, government agency, or local council document giving entitlement, for example, from the Department for Work and Pensions, the Employment service, HMRC	UK & Channel Islands

Utility Bills such as:

Electricity Bill/Statement	UK
Gas Bill/Statement	UK
Water Bill/Statement	UK
Telephone Bill/Statement	(not mobile) (UK)

We will also require:

- Where appropriate, any documentation evidencing a change of name (original document) with dates
- Proof of qualifications, ie, exam certificates (originals, so that copies can be taken) (original qualification certificate or original letter from the awarding body)
- A copy of an existing CRB/DBS that you have had processed through another organisation
- Address history for the past 5 years. If you have lived at your current address less than 5 years, we will need to document past addresses and moving in and out dates, ie, the month and date you moved into your new address.
- National Insurance Number.

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